

# 2023

The Board of Commissioners of the County of Allen  
City of Fort Wayne  
City of New Haven



# ACCESS STANDARDS MANUAL

Revised 2023

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## **PREFACE**

The intent of the Access Standards Manual is to provide guidance for all developments to ensure safe and efficient traffic flow. The manual will be used as a guide by local officials to review all proposed improvements. Each improvement will be reviewed on a case-by-case basis to determine how the guidelines can be achieved given any unique characteristics while ensuring a context sensitive design.

It is recommended that applicants contact the local public agency to schedule a preliminary meeting prior to the development preliminary plans. This process will give all parties a better understanding of the project and potential requirements to reduce development cost, avoid delays, and result in an amicable project.

## INTRODUCTION

Any street or highway system must address the functions of both land access and traffic movement, which are necessary but conflicting functions. Excessive roadside developments and uncontrolled driveway connections preclude the orderly and safe movement of traffic and result in poor levels of service, increased hazards, and early obsolescence of the roadway. This leaves the authorities responsible for the street or highway with the challenge of providing adequate access to properties while not sacrificing traffic operations along the route.

The rights of property owners for access are recognized. It is also understood that residential, commercial and industrial growth within an expanding metropolitan area is desirable and will occur. As travel demand and land development increases in the developing urban fringes, roadways deteriorate in their ability to accommodate traffic safely and efficiently.

It can easily be shown that traffic congestion and unlimited access adversely affects conditions for transacting business, produces accidents, negatively impacts air quality, interferes with the operation of emergency medical, fire, and police forces and, in general, reduces the enjoyment of many phases of urban life and activity.

The streets and highways constitute an important resource and a major public investment. It is essential to operate them efficiently. Access management calls for a significant improvement in access design and spacing standards in recognition that the lack of access control is the largest single cumulative design element reducing roadway safety and capacity. A well-conceived, comprehensive access management program can save time and lives while maximizing the capacity of the roadway and preserving access to surrounding activities.

An access management program thus should extend planning and engineering principles to the location, design and operation of driveways serving development along the roadway system. Access management is an effective application and a vital component of congestion management systems. Comprehensive access management programs allow traffic engineers, planners and developers to work together in developing a workable roadway system for all involved.

The primary objective of this manual is to establish guidelines for the location and design of driveways providing access from public streets and highways to developments on abutting properties. In order for the guidelines to be of maximum value, it is necessary that wide flexibility be retained in their application.

**Engineering judgment may override recommended dimensions and guidelines if warranted by specific traffic conditions or study.**

## ACCESS MANAGEMENT ELEMENTS

If the objectives mentioned in the Introduction are to be achieved effectively, the Access Management Program and Access Standards Manual must include the following elements:

- A. Technical:**  
Guidelines must be followed which manage access through design and operation; use of islands, turning lanes, radii, and driveway requirements. The guidelines will establish standards by each reviewing authority.
- B. Legislative:**  
Laws relative to access control, permits, site plan guidelines, financial requirements, and zoning requirements.
- C. Enforcement:**  
Procedures for monitoring adherence to regulations through permitting and on-site inspections. Any Person violating any of the provisions of this section may be subject to a “penalty” as allowed for by appropriate local codes.
- D. Coordination among agencies:**  
Coordination between city, county, state, transportation and land use planners, traffic engineers and law enforcement agencies in the community must be maintained by the respective agencies.

Access management views the roadway and its surrounding activities as part of a single system. The goal is to coordinate the planning and design of each element to preserve the capacity of the overall road system and to allow safe and efficient access to and from the activities along it.

The effects of any proposed access must be evaluated not only for the proposed development, but also for its impact on other development in the vicinity and the cumulative effect in the area.

## **DESIGN CONSIDERATIONS**

The following types of information are necessary to reach appropriate traffic decisions regarding access for development.

1. Existing Zoning (Residential, Commercial, Industrial).
2. Area classification (Urban or Rural).
3. Change in existing use or Zoning.
4. Development type and potential impact.
5. Existing Roadway Classification, AADT, speed, Crash History.
6. Existing roadway profile and geometrics.
7. Proximity to an Intersection.
8. Type of vehicles using the new site.
9. Pedestrian considerations.
10. If there is an existing access plan.
11. Will it impact a Designated Corridor?
12. Proximity to a roadway identified on the Long-Range Transportation Plan.

All developments shall comply with all current planning and zoning ordinances, as well as all transportation plans.

Financial Responsibilities of Developers, Communities, and the Responsible Authority must arrange and agree upon the timing and cost of proposed developments.

Projects routed for consideration will be reviewed by the appropriate roadway owner to determine the following:

1. Can full access be provided between the roadway and the development?
2. Should access points be restricted to right turns into and out of the given development?
3. Should access points be relocated to be lined up with existing access to the development on opposite sides of the street or relocated away from intersections?
4. Should access spacing be increased to mitigate conflicting left turns into and out of the site, and what criteria should be considered in such circumstances?
5. Should access points be prohibited along major corridor streets and allowed only along secondary streets?
6. If there is an access road plan along the corridor, how does access for this development relate to the permanent access road entrance locations?

The objective is to ensure that development can be effectively managed from a transportation perspective. Techniques include better control of conflict points, separation of turning and through traffic, and coordination of access locations with both the roadway system and internal circulation system.

# **DESIGN CRITERIA AND GUIDELINES :**

## **Corridor Protection Guidelines for Designated Corridors Listed in Appendix B**

To ensure safety standards and reduce congestion, a Full Access, signalized or unsignalized, that will serve a new or existing development (commercial, industrial, and residential) that is directly connected to a Designated Corridor, or connected to an intersecting road within 1000 feet of a designated corridor, is limited to the following spacing between signalized and unsignalized intersections.

### **Rural Areas – recommended spacing between Full Access Points:**

- 1000 Ft on Designated Corridors

### **Urban Areas – recommended spacing between Full Access Points**

- 500 Ft on Designated Corridors with Speeds < 40 MPH
- 1000 Ft on Designated Corridors with Speeds  $\geq$  40 MPH

*The distance of 1,000 and 500 Feet allows for adequate turning, storage, and deceleration tapers for both the roadway and the development.*

Corridors that have been established as Designated Corridors in which the above applies can be found online and in appendix B of this manual. Review of these roadways may change after the publishing of this manual, and therefore discussion with your Local Authority is recommended.

An approved access may be approved with restrictions if deemed to be operating within these limitations or if determined to be operating in an unsafe manner.

**Engineering judgment should override recommended dimensions and guidelines if warranted by specific traffic conditions or study.**

## **Intersection Protection Guidelines**

Additional to the Designated Corridor Guidelines, to ensure safety standards and reduce congestion, an access that will serve a development (commercial, industrial, and

residential), that is within the operational limits of an existing intersection, may be limited to a restricted access. *Clarification on Operational Limits of an Intersection are further detailed in Appendix C & Appendix D.*

The definition of *Operational Limits of an Intersection* includes any point on a roadway that is within an existing designated turn lane established at an intersection or within the preferable distance noted in Appendix C & D, whichever is greater. If a designated turn lane is not established, a traffic study may indicate peak hour traffic queue and will be used to determine limiting distance for a full access.

*Operational Limits near roundabouts* will be considered the distances from the end of the median splitter island on the adjacent street to the dimensions that are in Appendix C. Splitter Island can be either mountable or non-mountable and is the point at which the travel lanes begin a horizontal deflection and separation of lanes to enter/exit the roundabout. Full access near roundabouts will also be considered on whether it is a single or dual lane roundabout.

## **Driveway Spacing Requirements**

### *Same Side of Road*

Table 1 indicates the minimum spacing for various roadway speeds to eliminate overlap of conflict areas thus allowing the driver of a through vehicle to monitor one access point at a time rather than two or more simultaneously. Access points shall be offset as shown in table 1

### *Opposite Side Alignment*

Appropriate access spacing on the opposite side of the road reduces problematic jogging maneuvers. Access points on opposite sides of the road shall directly align when practicable or be offset as shown in table 1 to prevent crash prone situations. If the minimum spacing requirements cannot be met in a retrofit or infill situation, it must be maximized in coordination with the Responsible Authorities priorities for the roadway involved.

**TABLE 1 – Driveway Spacing Requirements**

<b>Speed Limit</b>	<b>Recommended Driveway spacing in (Ft)</b>
30	185
35	245
40	300
45	350
50	395

**Does not apply to lots supporting one single-family or one duplex dwelling unit.**

For smaller commercial properties, one single-family or one duplex dwelling unit that can't meet the driveway spacing or property line clearance guidelines, a minimum of 15 ft. in rural areas, and of 5 ft. in urban may be provided.

If these property line clearances cannot be met and any part of the access encroaches over onto the neighboring property, an agreement with the adjacent property owner will be required for approvals and permitting purposes. Design should also consider local standards for radii to ensure that the radius does not encroach the adjacent property line also.

## Property Line Clearance Guidelines

Property line clearance requirements are intended to assist in maintaining adequate drive spacing should the minimum driveway separation distances be unattainable. The minimum property line clearance for various speeds is shown in Table 2. These distances are intended to apply to neighboring property lines. Corner clearance distances are applicable on property lines running parallel to roadways.

**TABLE 2 –Property Line Clearance**

Speed Limit	Recommended Property Line Clearance (Ft)
30	50
35-40	90
45	115

**Does not apply to lots supporting one single-family or one duplex dwelling unit.**

## Corner Clearances Guidelines

Small corner clearance will result in a high probability that an access drive to a minor street will be blocked by vehicles stopped at the intersection. Blockage of an ingress maneuver presents a serious operational problem. When there are numerous turns from the major street to the minor street, traffic backup may extend into the intersection or roadway and seriously interfere with traffic movement. Suggested minimum dimensions for design are detailed in **Appendix E**. Corner Clearances for signalized intersections will also follow guidelines established in the *Intersection Protection Guidelines*. If corner clearances can't be met, median treatments or access modifications may be required.

At no time shall vehicles be allowed to queue on the adjacent roadway from the developed property.

## **Auxiliary Lane Criteria**

### **General Criteria**

- a.** Graph 1(Right Turn) and Graph 2 (Left Turn) are based upon trucks exceeding 30,000 pounds gross vehicle weight (G.V.W.) and being less than seven percent of the DHV. If the access will have a larger percentage of vehicles exceeding 30,000 G.V.W., the access DHV values in the graphs may be reduced by one-half to require median speed change lanes in the interest of public safety. Graphs are shown in **Appendix F & G** and will be used to help determine if turn lanes are warranted.
- b.** Where higher left turning volumes, safety, or traffic operations necessitates, a double left turn design may be required.
- c.** If the design of the access is within two different speed zones, the criteria for the higher speed zone will apply.
- d.** **When the public safety so requires due to site specific conditions, such as sight distance, horizontal and vertical alignment or crash history a turn lane may be required even though the criteria in this subsection are not met.**
- e.** When calculating the highway single lane DHV, it will be assumed that all lanes have equal volumes unless determined otherwise with your local agency.
- f.** Where developments are installed on roadways that are identified in the Long-Range Transportation Plan, coordination of placement and timing of placement will be reviewed.
- g.** Auxiliary Lanes will be provided on Designated Corridors.
- h.** Auxiliary Lane design may require modification of existing lanes.
- i.** Auxiliary lanes may be required due to existing or projected traffic volumes, anticipated trip generation, sight distance, speed limit, existing traffic patterns, and/or site conditions that warrant public safety.

### **Right Turn Lanes on 2-Lane Roadways**

A right turn lane is recommended when one or more of the following criteria are met:

- a.** On a rural or urban roadway where traffic satisfies the criteria in **Appendix F** – RT Turn Lane Criteria

- b. Where a capacity to analysis determines a right turn lane is necessary to meet the level-of-service criteria.
- c. Where the crash experience, existing traffic operations, sight distance restrictions, (ex: intersection beyond a crest vertical curve), or engineering judgement indicates a significant conflict to right turning vehicles.

### **Deceleration or Left Turn Lanes for Left Turning Vehicles**

- a. A speed change lane for left turning movements is required for any access according to **Appendix G** when the DHV values of the highway single lane and the DHV of left turns intersect at a point on or above the curve for the posted speed.
- b. Where the DHV of the left turn into the access is less than 12 DHV and the inside lane volume exceeds 250 DHV on 45 to 55 MPH highways or 400 DHV on 25 to 40 MPH highways, a left turn lane may be required due to the high traffic volumes or other unique site-specific safety considerations.
- c. When the access volume meets or exceeds 30 DHV on 25 to 40 MPH highways, or 25 DHV on 45 to 55 MPH highways, a left turn deceleration lane is required.

### **Construction of Auxiliary Lanes (speed change lanes)**

- a. When auxiliary lanes are required, they shall be constructed in accordance with this subsection and the requirements of the Responsible Authority.
- b. Where two accesses have auxiliary lanes that overlap, or are in proximity but do not overlap, a continuous lane shall be established between the accesses to improve roadway consistency, safety, and to maintain edge continuity.
- c. Auxiliary lane widths shall meet design standards established for 3R projects.
- d. Where no curb and gutter are required, a paved shoulder should be provided. The new shoulder shall match the width of the existing shoulder along the highway or be a minimum of four feet in width, or as directed by the Responsible Authority.
  - Auxiliary Lane widening details are illustrated in **Appendix H**
  - Grade Adjustment Factors are shown in **Appendix I**

### **Storage Length of Turn Lanes or Accel/Decel Lanes**

- a. Lengths of Storage lanes or acceleration/deceleration lanes will be reviewed by the Responsible Authority. Guidelines are shown below in Table 2 where left turns are greater than 30 DHV or as directed by the Responsible Authority
- b. Additional storage length may be required to accommodate turning vehicles which are classified as trucks or delivery vehicles.

**TABLE 2 – Minimum Storage Requirements**

Turning Vehicles / Hour	0-30	30-60	60-100	100-300	>300
Required Storage Length	50	75	100	175	250

*\*For Speeds  $\geq$  45MPH, use 2x the values on the table \**

### **Passing Blister**

Engineering Judgement may require a Passing Blister in some instances where certain auxiliary lane criteria are not met, but determined to be necessary based on the corridor, roadway geometry, crash history, or number of trips in order to maintain the existing level-of-service on the roadway.

Passing Blister Design Guidelines are shown in **Appendix J**.

## **Median Crossovers on Divided Roadways**

These will be discouraged. However, a crossover may be allowed only when the Responsible Authority determines overall roadway efficiency would be improved. Minimum Spacing would be determined by the Responsible Authority.

Crossovers should provide enough room for vehicles to safely enter or exit the roadway and safely stage within the median area so as not to obstruct through lanes on the adjacent or opposing lanes.

## **Median Design & Construction**

A median area is necessary in order to construct a left-turn deceleration lane as required by the local authority. When necessary to widen a roadway for median improvements, such as a left turn lane, and right-of-way is available, the preference should be to widen equally on both sides in order to maintain the existing roadway centerline alignment. Additional details are shown in **Appendix H**.

## **Vehicular Movement**

The access shall be designed to facilitate the movement of vehicles off the highway to prevent the queuing of vehicles on the traveled way. An access shall not be approved for parking areas that require backing maneuvers within the rights-of-way. All off-street

parking areas must include on-site maneuvering areas and aisles to permit user vehicles to enter and exit the site in forward drive without hesitation.

Physical separation and delineation along a property frontage or property line such as curb and gutter or fencing, may be required where necessary to ensure that access will be limited to permitted locations.

For establishments, or development with high turnover rates and limited parking area (drive-in restaurants, drug stores, grocery stores) the parking spaces shall be laid out in such a manner as to preclude entering vehicles from interfering with traffic on the roadway.

## **Pedestrian Movements**

Access design shall provide for the safe movement of all highway right-of-way users, including but not limited to pedestrians, bicyclists, and the disabled. Sidewalks incorporated with access designs may be required by the Responsible Authority. Bike paths may be included in the access design permit upon request by the local authority. Access design shall consider and allow safe passage for bike & pedestrian movements and comply with all existing ADA standards. ADA Detectable Warning surfaces are not desired on private road approaches and should be limited to only public road approaches.

## **Driveway Alignment**

The horizontal axis of an access to the highway shall be at a right angle to the centerline of the highway and extend a minimum of 40 feet beyond the traveled way. An angle between 90 and 60 degrees may be acceptable only if significant physical constraints require a skew angle less than 90 degrees and is approved based upon site specific conditions. See **Appendix E** for additional details. No part of the driveway (excluding acceleration and deceleration lanes or tapers) may extend beyond the property line of the adjacent parcel, as extended from the roadway centerline within the right-of-way without permission of the adjacent property owner.

## **Miscellaneous or Special Requirements & Guidelines**

### **Special Use Site/Developments**

- a. Access to Service Stations/C-Stores on corner lots will not be allowed on arterial roads and will only be permitted on lots which have a minimum of 200 Ft of frontage.
- b. Follow local zoning ordinances for interconnectivity and required number of access points for major and minor subdivisions.

## **Residential Subdivisions**

- a. Subdivisions with 60 or more lots shall provide an internal loop turn-around or oversized cul-de-sac for school bus pick-up and drop-off.
- b. A major subdivision shall not create any land parcels intended for single-family or duplex residential uses fronting on any road depicted in Appendix “A”.

## **Multiple Entrances**

### **For Single Parcels**

**Urban Areas:** Each parcel is limited to 1 access point unless the following conditions can be met:

- A minimum of 100’ of lot frontage where drives can be connected.
- Corner lots where drives can be connected.

**Rural Areas:** Each parcel is limited to 1 access point unless the following conditions can be met:

- A minimum of 200’ of lot frontage where drives can be connected.
- Corner lots where drives can be connected.
- Minimum of 200’ of lot frontage where separated drives can be clearly defined for property address.

## **New or Re-Zoned Development Properties**

Two entrances may be permitted for commercial/industrial properties when circumstances warrant, based on anticipated traffic generation, road classification, average daily traffic volumes, speed limits, total feet of frontage controlled, truck turning template and other engineering considerations. Two entrances will be permitted only when necessary to provide safe and efficient traffic flow, and if the property does not lie within a designated protected corridor. The final determination will be at the sole discretion of the Responsible Authority. A road classification map can be found in **Appendix A**.

## **Divided Entrance**

A divided (boulevard) entrance may be required for major traffic generators. The Responsible Authority reserves the right to permit or require a divided entrance, based on the traffic generation of the proposed use and the effect on the traffic carrying capacity of the adjacent highway. The entrance and exit drives shall be operated in a one-way pattern. The length of the median, and/or barrier curb along the entrance should be extended a sufficient length internally to preclude conflicts within the development site which could cause traffic stacking on the roadway and prevent turning conflicts. The design of the divided median must address and maintain pedestrian movements across the full length of

the access. No obstructions shall be permitted within the median area unless approved by the Responsible Authority.

### **Entrances for use primarily by tractor-trailer combinations**

Entrances for use primarily by tractor-trailer combinations may be permitted by the Responsible Authority. AASHTO WB 50 wheel path templates shall be used for geometric design. The Responsible Authority may permit alterations to the standard driveway widths based on truck turning movements or special needs.

### **Restricted Access (guidance for right in right out \*RIRO\*)**

When necessary for the safe and efficient movement of traffic, Responsible Authority or reviewing agency may require access points to provide for limited turning movement such as a Right in Right Out (RIRO) driveway, or an approved Median treatment design. These restrictions will coincide with locations that fall within the design guidelines set forth in the manual under the Corridor Protection and Intersection Guidelines and detailed in **Appendix C & D**.

Access specifications shall ensure that the access is designed and constructed in such a manner that will encourage proper use by the motorist. Access for one-way operation shall be approved only when design conditions ensure one-way operations.

### **Multiple Land Use**

A multiple land use complex will be considered as one site and integral buildings to be constructed shall not receive separate consideration for an entrance.

### **Access Roads**

Access roads may be required in designated corridors by the Responsible Authority. The Responsible Authority shall determine the width of easements (right-of-way) needed and establish the permanent access locations. The permittee shall submit a signed and recorded access road agreement and documentation of temporary access closures. See **Appendix K** for a sample CROSS ACCESS AGREEMENT. A cross access agreement may also be necessary for shared use driveways.

## **Fence & Gate**

An access that has a gate across it shall be designed so that the longest vehicle using it can completely clear the traveled way when the gate is closed.

In the event it becomes necessary to remove any right-of-way fence, the posts on either side of the entrance shall be securely braced with an approved end post before the fence is cut to prevent any slacking of the remaining fence. All posts and wire removed are property of the Responsible Authority.

## **Storage Requirements**

In no case shall vehicles be allowed to stand on any portion of the roadway (public or private). It will be the owner's responsibility to provide sufficient on-site parking and vehicle circulation or close the entrance of the facility before such a condition occurs. Traffic Study may be required to show queueing of traffic. Follow local zoning requirements for on-site storage and parking needs.

Capacity and storage requirements shall be checked by the Responsible Authority based on a projection of existing traffic. If conditions fall below storage requirements, they shall be increased accordingly.

When access is requested to a loading dock, there must be sufficient distance between the dock and the sidewalk or right of-way to prevent encroachment while parking or maneuvering. Permits for loading dock facilities should be reviewed by respective land use staff of the Responsible Authority to ensure proper on and off-site circulation in accordance with ordinance requirements as well as those of the transportation facilities involved.

When access is requested to a residential property, there must be sufficient distance on the driveway beyond the right of way to prevent encroachment of the sidewalk/pedestrian path in the right of way while the vehicle is parked. If sufficient room is not possible, the driveway shall not be constructed.

## **Clear Zone**

A **Clear Zone** shall meet INDOT design 3R Standards. (A relatively clear and flat area beyond the edge of the roadway is important for the recovery of errant vehicles. Roadway hazards in the clear zone such as fixed objects or steep embankments may need to be removed, reconstructed, or shielded by a proper barrier. In urban areas with speeds of 35MPH or less, with vertical curbs, a clear zone of 1.5 feet minimum should be provided. In urban areas with speeds between 35-40 MPH and vertical curbs, a clear zone of at least 3.0 feet minimum should be provided. Where there is no curb in urban and rural areas and the speed is 40 MPH or less, a 10-foot clear zone should be provided. At speeds of 45 MPH or greater, a 20-to-30-foot clear zone is recommended. Within the road right-of-way, every attempt will be made to adhere to the clear zone requirements.) Changes in horizontal and vertical alignment or existing use of roadway may change the recommended minimums.

# DESIGN STANDARDS :

## Classes of Driveways

All entrances from highway or street to public, or private property shall be generally classified as follows, and a permit for each class will be required.

### A) Class I - Residential Entrance

A driveway by which a street with a raised curb is connected to a one- or two-family residential facility such as a residence, garage, barn, or other improvement. The driveway is ordinarily used only by the owner or occupant of the premises.

### B) Class II - Residential Entrance

A driveway by which a street without a raised curb but with shoulders only, is connected to a one- or two-family residential facility such as a residence, garage, barn, or other improvement. The driveway is ordinarily used only by the owner or occupant of the premises.

### C) Class III - Commercial Entrance

A driveway, or driveways by which a street with raised curb is connected to public, or private property, which is used for commercial, industrial, or multiple-family residential development, or for a church or school.

### D) Class IV - Commercial Entrance

A driveway, or driveways by which a street without a raised curb but with a shoulder only, is connected to public or private property which is used for commercial, industrial, or multi-family residential development, or for a church or school.

### E) Class V - Field Entrance

A driveway connecting a street with unimproved property that is not used commercially, such as a field, or vacant lot.

## **General Specifications for Driveways**

### **CLASS I, CLASS II, AND CLASS V**

(APPLIES TO ENTRANCES FOR RESIDENTIAL, PRIVATE GARAGES, AND OTHER IMPROVED AND UNIMPROVED PROPERTIES)

- 1) The application shall be accompanied by a drawing, to scale, showing all existing driveway entrances, approaches, and other pertinent features on the property in question. (See Section III, Page 4)
- 2) Common driveways for adjacent property owners are encouraged provided a written agreement between the property owners is properly documented.
- 3) The location of driveways shall be such that no part of the radius shall extend beyond the extension of the adjacent property line unless a written encroachment agreement is obtained from the adjacent property owner.
- 4) Drive approach surfaces shall be of a type acceptable to the Responsible Authority.
- 5) All access geometrics, such as entrance, location, driveway width and radii shall be in accordance with the following drawings found in **Appendix L, M, P:**

### **CLASS III AND CLASS IV**

(APPLIES TO ENTRANCES FOR MULTI-FAMILY RESIDENTIAL, COMMERCIAL, INDUSTRIAL, SCHOOL, CHURCH PROPERTIES, CAR WASHES, DRIVE-IN BUSINESSES, GASOLINE STATIONS, AND FAST FOOD STATIONS)

- 1) No application for access to a public street or highway will be approved until a complete site plan showing proposed land uses, improvements, layouts of parking spaces and internal traffic patterns, is submitted to the Responsible Authority and approved.
- 2) The application shall be accompanied by a drawing, to scale (maximum scale 1" to 50') showing all existing driveway entrances, approaches, and other pertinent planimetric and topographic features for a distance equal to the sight distance requirements as shown in Table 10 on page 28.
- 3) All access geometrics (drawn at a maximum scale of 1" to 50') such as entrance location, driveway spacing and width, deceleration, recovery and passing lanes, shall be in accordance with the following drawings found in **Appendix N, O:**
- 4) It will be the responsibility of the permittee to construct any and all improvements as set forth by the approved application at the time of the entrance construction.
- 5) Any deviations from local standards must be communicated to the Local Authority. Requests for changes must be accompanied by truck turning templates, trip generation information and/or site-specific conditions that explain the request.

# Supplemental Standards for Access Improvements

## General Requirements

- 1) No part of the driveway entrance (excluding the acceleration and deceleration lanes and flares) may extend beyond the point of intersection of the property line and the right-of-way without the written permission of the adjacent property owner.
- 2) When the parking or driving area of a property is adjacent to a sidewalk or an alley, a suitable non-mountable barrier must be constructed to prevent encroachment.
- 3) Physical separation and delineation along a property frontage such as curb and gutter or fencing may be required where necessary to ensure that access will be limited to the permitted locations.
- 4) When an access permit requires the widening or reconstruction of the roadway, the design shall meet the current standards of the Responsible Authority.
- 5) Further details of access construction and design, including pavement thickness, curb design, sidewalks and curb ramps, roadway fill design and compaction, and other specific details shall be provided by the Responsible Authority.

## Radius Requirements

**TABLE 3 – Radii Requirements**  
**RADII REQUIREMENTS FOR CLASS I - RESIDENTIAL**

	Maximum	Minimum	Preferred	
			R-1	R-2
<b>Residential</b>	10'	5'	10'	10'
Collector	20'	10'	15'	10'
Arterial	25'	10'	25'	15'

**RADII REQUIREMENTS FOR CLASS II & V- RESIDENTIAL**

	Maximum	Minimum	Preferred	
			R-1	R-2
<b>Residential</b>	15'	10'	10'	10'
Collector	20'	10'	15'	10'
Arterial	25'	15'	25'	15'

**RADII REQUIREMENTS FOR CLASS III & IV COMMERCIAL**

	Maximum	Minimum	Preferred	
			R-1	R-2
<b>Residential</b>	30'	15'	25'	15'
Collector	40'	15'	30'	15'
Arterial	40'	20'	30'	20'
Industrial Park	40'	20'	30'	20'

*\*Approach pavements will be required as specified by the Responsible Authority*

**Horizontal and Vertical Sight Distance Requirements**

Access shall not be granted which include design elements that allow any unsafe turning movements where sight distance is inadequate. Measurements for sight distance are to be taken from the vehicle traveling on the roadway to the access.

**TABLE 4 – Horizontal and Vertical Sight Distance Requirements**

<b>Posted speed, MPH</b>	<b>30</b>	<b>35</b>	<b>40</b>	<b>45</b>	<b>50</b>	<b>55</b>
<b>Required sight distance</b>	<b>200</b>	<b>250</b>	<b>325</b>	<b>400</b>	<b>475</b>	<b>550</b>

Table 5 is based on wet pavement conditions and the average vehicle maintaining the posted speed limit. These lengths shall be adjusted for any grade of three percent or greater using the tables in **Appendix I**, Grade Adjustment Factors.

For calculating this sight distance, a height of 3.5 feet shall be used for the driver's eyes and a height of 3.5 feet shall be used for a vehicle assumed to be on the centerline of the access 10 feet back from the edge of the traveled way. The driver's eye shall be assumed to be at the centerline of the inside lane (inside with respect to the curve) for measurement purposes.

**Minimum Sight Distance Requirements for Vehicles Entering or Crossing a Highway**

In addition to the sight distance necessary for vehicles traveling on the highway to see vehicles or objects in the traveled way, it is also necessary to provide the entering vehicle adequate sight distance to enter or cross the highway. Table 5 distances shall be used to establish the minimum sight distance necessary for the entering vehicle. Reference **Appendix E** for additional clarification.

- 1) The vehicle shall be the largest vehicle normally intended to use the access more than an average of one per day.
- 2) Sight distance shall be measured at a height of 3.5 feet from the entering driver to a height of 3.5 feet for the oncoming vehicle.
- 3) The entering driver's eyes shall be assumed to be 10 feet back from the edge of the traveled way.
- 4) If there is no median or if the median is too narrow to safely store a left turning or crossing vehicle (a 20-foot minimum for passenger cars), both directions shall be considered from the access location.
- 5) If the median can safely store the turning or crossing vehicle, then sight distance shall consider a two-stop condition. The vehicle will stop once at the outside edge of the outside lane and again within the median. Each one-way highway direction shall be considered separately.

After sight distance requirements are met and an access permit is issued, a sign structure or parked vehicle shall not be permitted where it will obstruct the required sight distance.

**TABLE 5**  
*Minimum Sight Distance Requirements for Vehicles Entering or Crossing a Roadway.*

Vehicles expected to enter or cross highway	Sight Distance in feet for each 10 MPH of posted speed limit along highway		
	2 lanes	4 lanes	6 lanes
Passenger Car	100	120	130
Single Unit Truck	130	150	170
Multi-unit Truck	170	200	210

## Drainage & Grades

- 1) The access shall be designed to facilitate the movement of surface water from the roadway and surface water from the adjacent side ditch to prevent any ponding or excessive erosion within the right of way. Each access shall be constructed in a manner that shall not cause water to enter onto the roadway and shall not interfere with the drainage system on the right-of-way.
- 2) Fill slopes and cut slopes shall be constructed either to current standards of Responsible Authority, (AASHTO) or to the slope of the existing highway near the access, whichever is safer. It is desirable that all side slopes have a slope of 6:1 for 12 feet. A minimum of 4:1 for six feet, then not steeper than 3:1 unless physically restricted. Tighter slopes may be permitted when necessary.
- 3) For all curb cuts, the vertical curve from the traveled way into the access shall be the flattest curve that can be obtained. To prevent center or overhang drag, with some allowance for load and bounce, crest vertical curves should not exceed a four-inch hump in a 10-foot chord. For any access that is not a curb cut, including streets and private access using curb returns, the first 20 feet beyond the closest highway lane, including speed change lanes or the distance to the side drain, whichever is greater, shall slope down and away from the highway at a two percent grade to ensure proper drainage control.
- 4) Within the right-of-way, maximum grades shall be limited to **8.33 percent for all access drives. Lesser grades may be required for drainage control purposes.** If a sidewalk is to be included as a part of the new access, all relevant Accessible design grade standards must be maintained through the new access.
- 5) The highway drainage system is for the protection of the highway right-of-way. It is not designed or intended to serve the drainage requirements of abutting properties beyond that which has historically flowed to the right-of-way. Drainage to the right-of-way shall not exceed the undeveloped historical flow. The use of controlled flow detention ponds shall be considered to control this flow from developed properties. When curb and gutter is required, the drainage ditch should be eliminated by installing a storm sewer system. The Responsible Authority shall determine the appropriate drainage controls necessary to meet existing or projected site-specific conditions.

# **DRAWINGS AND INFORMATION REQUIRED FOR ACCESS PERMIT APPLICATION :**

## **Permit Requirements**

- 1) No person shall add, construct, or reconstruct any entrance, driveway, or approach connecting with any public roadway, nor shall any curb along such roadway be cut, or removed without the written permit of the Responsible Authority, and only according to established requirements, including those of the Access Standards Manual and the Americans with Disabilities Act (ADA).
- 2) The Responsible Authority shall determine and establish such requirements and restrictions for private entrances, driveways, and approaches as considered necessary to provide for drainage, adequate safety features, preservation of the roadway, and efficient movement of people and goods.
- 3) All work shall be inspected and approved by the Responsible Authority. The entire cost of construction shall be borne by the person, firm, corporation, or developer to whom the permit is issued.
- 4) The Responsible Authority is authorized to require, before granting the permit, that sufficient bond be given, or cash deposit made with the Responsible Authority to ensure the carrying out of the terms of such permit. The bond or deposit shall be returned when the requirements of the permit have been met.
- 5) The owners or occupants of the properties adjacent to the roadway shall maintain and keep in repair all such private entrances, driveways and approaches once constructed.
- 6) The permittee will be responsible for any curbing, pavement widening, deceleration lanes, recovery lanes, islands, median treatments, access roads or drainage structures required. All construction shall be of a structural design and type acceptable to the agency responsible for the adjacent public roadway.
- 7) When any roadway is constructed or reconstructed, the construction of all public road approaches and existing private approaches, together with the drainage structures required for its protection, can be included as part of the improvement of the roadway.
- 8) When a roadway is constructed or reconstructed by a person, firm, corporation, or developer the Responsible Authority may require existing drives be relocated to promote safety for the motoring public. The person, firm, corporation, or developer constructing or reconstructing the road will be required to make the

changes to the drives at the direction of the Responsible Authority. Upon completion of the roadway, the owners, or occupants of properties adjacent to the roadway shall keep in repair all private approaches or driveways from such roadway.

- 9) Any person must obtain a driveway permit concurrently with the Improvement Location Permit and/or Building Permit.
- 10) Any person violating any of the provisions of this section shall be subject to a fine not to exceed the amount as set forth as a fine for such offense by the Responsible Authority (if fine provisions exist within the jurisdiction).
- 11) The expense of relocation or replacement of any or all improvements within the right-of-way shall be the responsibility of the permittee.
- 12) Construction of entrance and approach shall be completed within one year of issuance of such permit. If such construction is not completed, the permit must be renewed.
- 13) Liability Insurance must be furnished according to the Responsible Authority's requirements.

## **Permit Application Details**

The drawing should be to-scale showing the proposed improvements. The drawings shall include all pertinent topography to scale and properly dimension each side of the proposed driveway to ensure clearance, grades, sight distances and drainage is properly addressed.

Details on plans should include the following:

- 1) Property lines
- 2) Right-of-way lines
- 3) Intersecting roads, streets, railroads, median crossovers and drives within five hundred (500) feet of the applicant's property lines, on both sides of the roadway
- 4) Width and type of road surface
- 5) Necessary and existing pipe, tile, or other drains stating size and kind
- 6) Existing utilities
- 7) Proposed and existing driveways and approaches
- 8) Distance from right-of-way lines to proposed and existing structures, including gasoline pumps, signs, barriers, landscaping, etc.
- 9) Proposed type of surface, width and depth of driveways and approaches in compliance with standards
- 10) Proposed type of surface, length and width of recovery and deceleration lanes, if required
- 11) Proposed radii
- 12) Proposed treatment of right-of-way area adjacent to and between approach
- 13) Proposed rate of slope or grade of approaches, driveways, and the roadway centerline elevation
- 14) Proposed internal parking details and traffic patterns, including number of existing/proposed parking spaces.
- 15) Total square feet or acreage of property.
- 16) Total square feet of existing/proposed structures included in the development.

## **Permit Conditions**

### **Maintenance**

The permittee, heirs, successors-in-interest, and assigns, of the property serviced by the access shall be responsible for meeting the terms and conditions of the permit and the removal or clearance of snow or ice upon the access even though deposited on the access in the course of snow removal operations by the Responsible Authority.

### **Driveway abandonment**

At any time, an existing driveway is abandoned, or use of such driveway is discontinued, it shall be the responsibility of the owner of the property formerly accessed by such driveway to restore the public right-of-way to its original condition. Determination of original condition and permit requirements shall be made by the Responsible Authority.

### **Change in Existing Conditions**

When there is a change in the type of business and/or land use of an existing property, a new application for a land use permit or certificate of occupancy must be submitted to the plan commission office of the responsible jurisdiction. At that time, existing access to the site may be reviewed and changes may be required depending on the impact of the change in land use based on conditions set forth in this manual.

When the roadway is constructed or reconstructed, the Responsible Authority may require the relocation or modification of any existing drives in the interest of safety for the motoring public. The person, firm, corporation, or developer owning or occupying the properties adjacent to the roadway shall make such a change in location under the direction of the Responsible Authority. Upon completion of the roadway, the owners or occupants of properties adjacent to the roadway shall keep in repair all private approaches or driveways from such roadways.

### **Traffic Control Devices**

Traffic Control Devices shall be placed or installed where warranted during construction. All signs and pavement markings shall be in accordance with the most recent version of the IMUTCD as required by the Responsible Authority. The Responsible Authority reserves the right to remove or barricade nonconforming access installations.

## Temporary Permits

The issuance of a Temporary Permit for the construction of access driveways will be considered under the following circumstances:

- 1) Temporary access is needed for construction vehicles during the site development or building construction phase of a project;
- 2) Temporary access is needed prior to the development and installation of an access road on adjacent properties. For example, where access roads are required, or the roadway has been designated a "Limited Access Controlled Highway" and the permanent access location is not established along the frontage of the property seeking access;
- 3) Access is desired along a roadway scheduled for improvement by the Responsible Authority.

Temporary Access Permits will only be valid as per Responsible Authority standards.

Permittee shall be responsible to properly sign temporary access and maintain the adjacent roadway in good and clean condition. The permittee will be responsible for repair of any damage resultant from the temporary access.

In all cases, a temporary permit should be prominently labeled "*Temporary Access Permit*" and should clearly designate an expiration time frame tied to a specific date or event. Renewal requests must be in writing and submitted to the Responsible Authority 30 days prior to the permit expiration. A written response will be returned to the permit applicant, detailing the rationale for the approval or denial of the permit extension, with a copy of the letter filed with the original permit.

Prior to a temporary permit expiring, the permitted access must be removed, and the right of way restored to a condition similar to the adjacent right of way, allowing for the continuation of any roadway pavement, pavement markings, berms, drainage swales, piping, grass areas, etc.

## **Waiver of Permit Standards**

Deviations from the Responsible Authority permit standards are to be requested in writing explaining the details and need for modification. Modifications may include pavement thickness, grade adjustments, approach width or materials.

Changes in design standards shall be supplemented with additional information such as a site plan, traffic study or truck turning template. In cases where a truck turning template is being used, a WB-50 truck turning template is to be used for diagram purposes.

The City of Fort Wayne/The Board of Commissioners of the County of Allen/City of New Haven, or designated appointee is hereby authorized to grant in writing, variances from strict application of these provisions if all of the following conditions are present:

- 1) The variance desired arises from circumstances or special conditions not ordinarily found in similar lands and districts in the jurisdiction of the Responsible Authority. These special conditions and circumstances must not result from the actions of the applicant.
- 2) A literal enforcement of the terms of this article will cause an unusual and unnecessary hardship on the property owner or tenant by depriving the owner of all reasonable use of his property.
- 3) The variance granted is the minimum variance that will make possible the reasonable use of the property.
- 4) The granting of the variance will not adversely affect the rights of adjacent property owners or tenants.
- 5) The granting of the variance will not destroy the spirit and aim of this article.
- 6) The granting of the variance is not and will not be within the foreseeable future contrary to the public interest, safety, health, morals, convenience, prosperity, or general welfare.
- 7) The granting of the variance requested will not confer on the applicant any special privilege that is denied by the article to others similarly situated.
- 8) Time limits may be established for approval of the variance. At the expiration of that approved time period, the request must be reconsidered.

# TRAFFIC IMPACT STUDIES :

Traffic Studies help evaluate safety and operational impacts of the development. Traffic Studies will follow guidelines for submission of information according to the INDOT standards or criteria as requested by the Responsible Authority to help determine traffic impacts to the area.

Traffic Impact Studies should be provided for Developments on Designated Corridors, for developments that have a change in existing zoning, or that meet threshold values established in Table 7.

General information required for traffic studies should include part or all of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Identification of Study Area<br><input type="checkbox"/> Scaled Drawing Site Plan<br><input type="checkbox"/> Existing Peak hour traffic<br><input type="checkbox"/> Existing Zoning Characteristics<br><input type="checkbox"/> Evaluation of Existing Traffic<br><input type="checkbox"/> Que lengths & delays of existing traffic<br><input type="checkbox"/> Existing LOS analysis<br><input type="checkbox"/> Existing Roadway Network & control | <input type="checkbox"/> Trip Generation & Distribution of site<br><input type="checkbox"/> Site distance from proposed access<br><input type="checkbox"/> Projected Peak Hour Traffic<br><input type="checkbox"/> Existing/Proposed area intersection impacts<br><input type="checkbox"/> Evaluation of Fully Developed Traffic<br><input type="checkbox"/> Que length & delays of proposed traffic<br><input type="checkbox"/> Proposed LOS Analysis<br><input type="checkbox"/> Signal Warrant Analysis & recommendation |
|--|---|

- Study may require the use of Synchro traffic modeling, or similar approved software.
- Study should identify what improvements are needed to maintain existing LOS to the area.
- \*At a minimum, a proposed full build trip generation should be provided to the Responsible Authority to help determine long range development needs.

**Table 7 – Traffic Impact Study Threshold Values**

LAND USE TYPE	THRESHOLD VALUES	
Residential	Trips > 100/hr.	150 Dwelling Units
Retail	1,400 m <sup>2</sup>	15,000 Sq. Feet
Office	3,250 m <sup>2</sup>	30,000 Sq. Feet or 3 Acres
Industrial	6,500 m <sup>2</sup>	70,000 Sq. Feet or 3 Acres
Fast Food	Trips > 100/hr.	3,500 Sq. Feet
C-Store	Trips > 100/hr.	3,000 Sq. Feet
Lodging	120 Occupied Rooms	120 Occupied Rooms
Medical	4,275 m <sup>2</sup>	50,000 Sq. Feet

## **INDUSTRIAL AND COMMERCIAL SIGNAL POLICY:**

If a traffic impact study indicates that a signal is warranted based on the new development, then consideration will be made by the Responsible Authority to include a new traffic signal as a part of the local transportation system.

Various numerical warrants are utilized for determining the feasibility of a traffic signal. These warrants shall be as prescribed by the Manual on Uniform Traffic Control Devices (MUTCD) Chapter 4C.

A formal signed agreement shall be negotiated between all parties prior to the beginning of the installation.

If more than one governmental agency is involved from a cost standpoint, the warrant justification must be agreeable, and the installation must be coordinated.

The design of installations shall be as approved by the Responsible Authority.

Ownership of all equipment will revert to the primary governmental agency responsible for maintenance.

Cost associated with the installation of a new traffic signal as a result of a new development will be assumed by the development or site generating the need for the new signal.

# APPENDICIES

## INDEX:

Appendix A	Federal Roadway Classification Map
Appendix B	Designated Corridor Map
Appendix B-1	Designated Corridor Roadway Listing
Appendix C	Operational Limits Signalized Intersection
Appendix D	Operational Limits, Unsignalized Intersection
Appendix E	Corner Clearance -Line of Sight
Appendix F	Right Turn Lane Criteria
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Appendix H	Auxiliary Lane Design/Construction Details
Appendix I	Grade Adjustment Factors
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Appendix K	Sample Cross Access Agreement
Appendix L	Class 1 Drive - residential
Appendix M	Class 2 Drive - residential
Appendix N	Class 3 Drive - commercial
Appendix O	Class 4 Drive -commercial
Appendix P	Class 5 Drive – field entrance
Appendix Q	Definitions

# Allen County

## FUNCTIONAL CLASSIFICATION SYSTEM FOR ALLEN COUNTY, IN & THE FORT WAYNE URBAN AREA

### URBAN FUNCTION CLASSIFICATION

- URBAN INTERSTATE
- URBAN OTHER FREEWAY/EXPRESSWAY
- URBAN OTHER PRINCIPAL ARTERIAL
- URBAN MINOR ARTERIAL
- URBAN MAJOR COLLECTOR
- URBAN MINOR COLLECTOR

### RURAL FUNCTION CLASSIFICATION

- RURAL INTERSTATE
- RURAL OTHER FREEWAY/EXPRESSWAY
- RURAL OTHER PRINCIPAL ARTERIAL
- RURAL MINOR ARTERIAL
- RURAL MAJOR COLLECTOR
- RURAL MINOR COLLECTOR
- PROPOSED RURAL MAJOR COLLECTOR

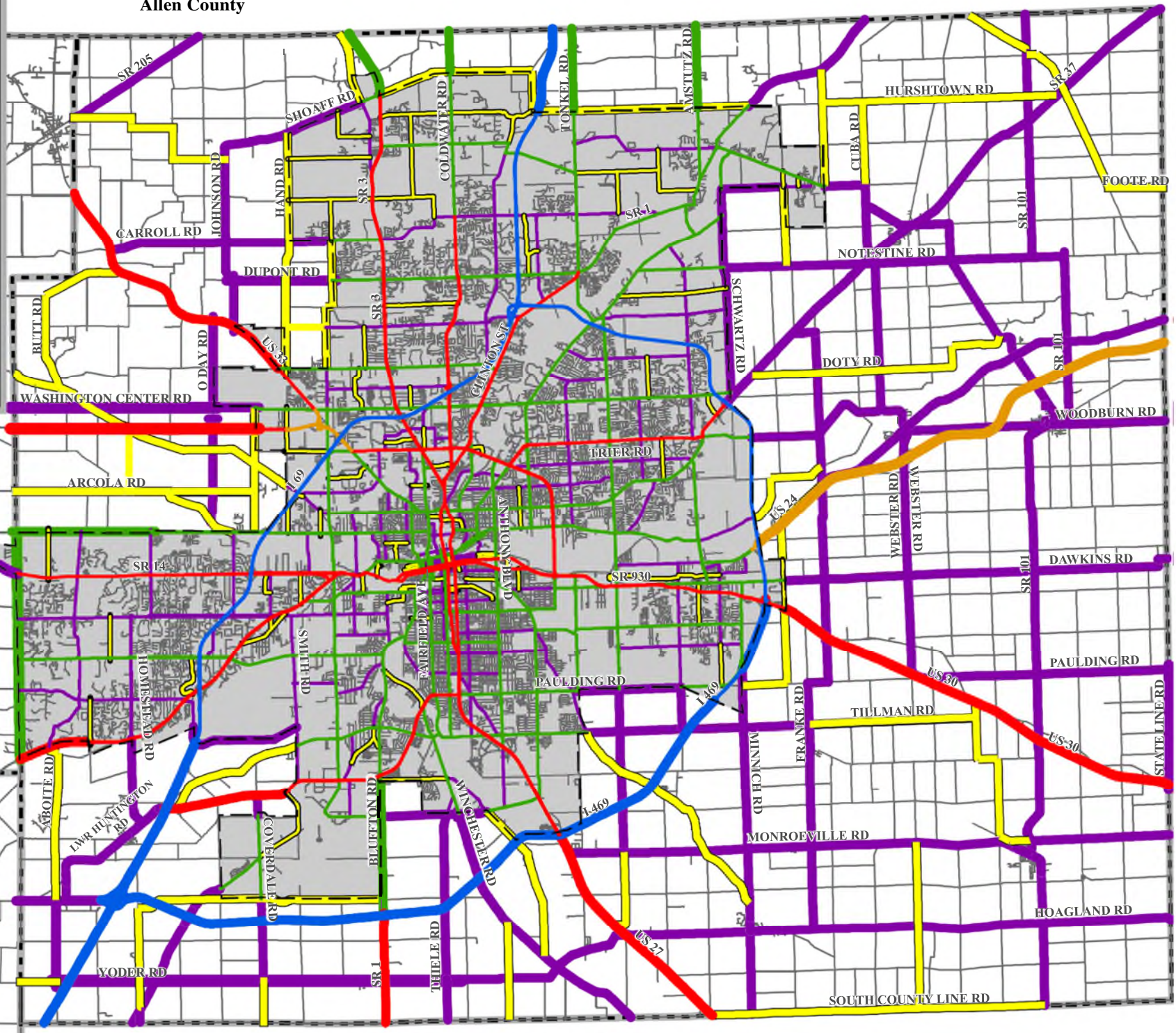
### OTHER MAP FEATURES

- LOCAL ROADS
- COUNTY BOUNDARY
- 2010 URBAN BOUNDARY

# 4

Produced by NIRCC  
9/18

0 0.5 1 2 Miles



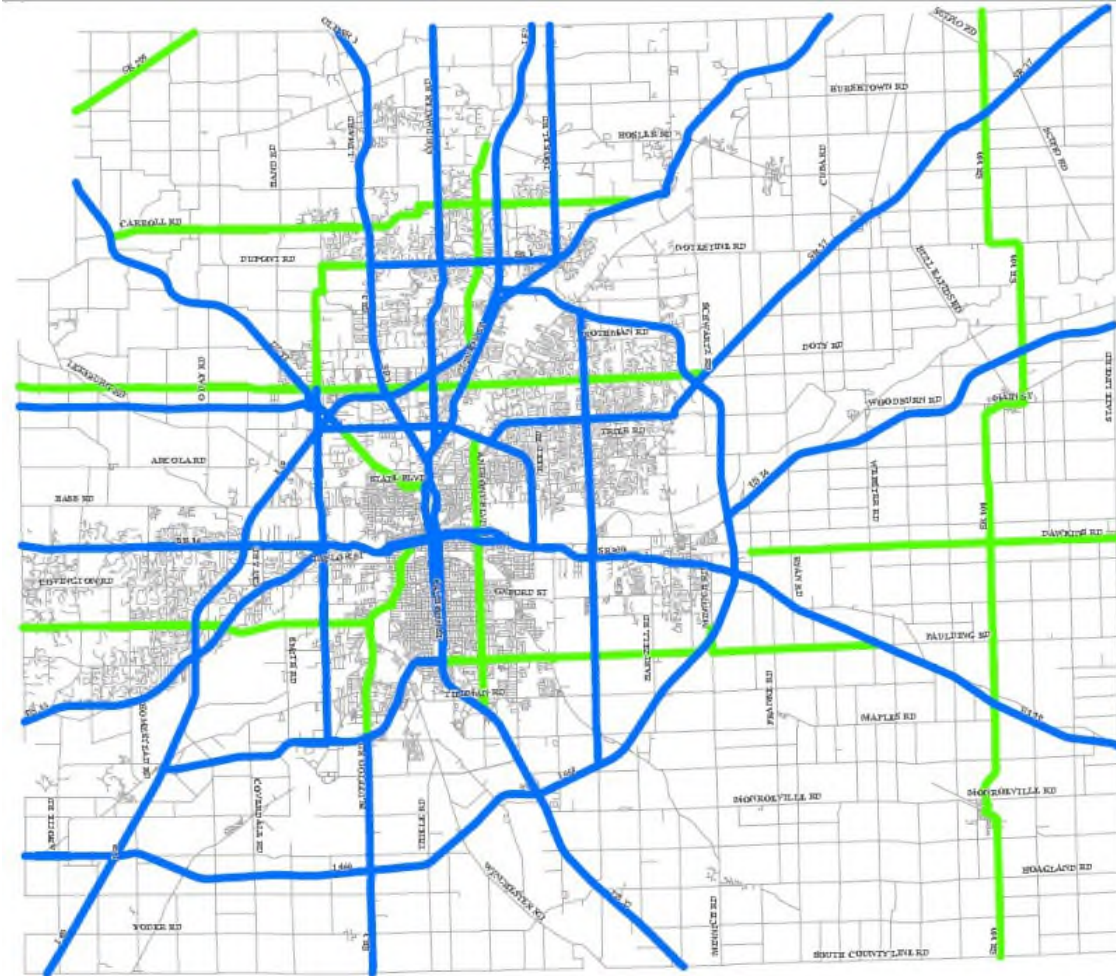
Whitley County

Huntington County

SOUTH COUNTY LINE RD

# APPENDIX B

## DESIGNATED CORRIDORS

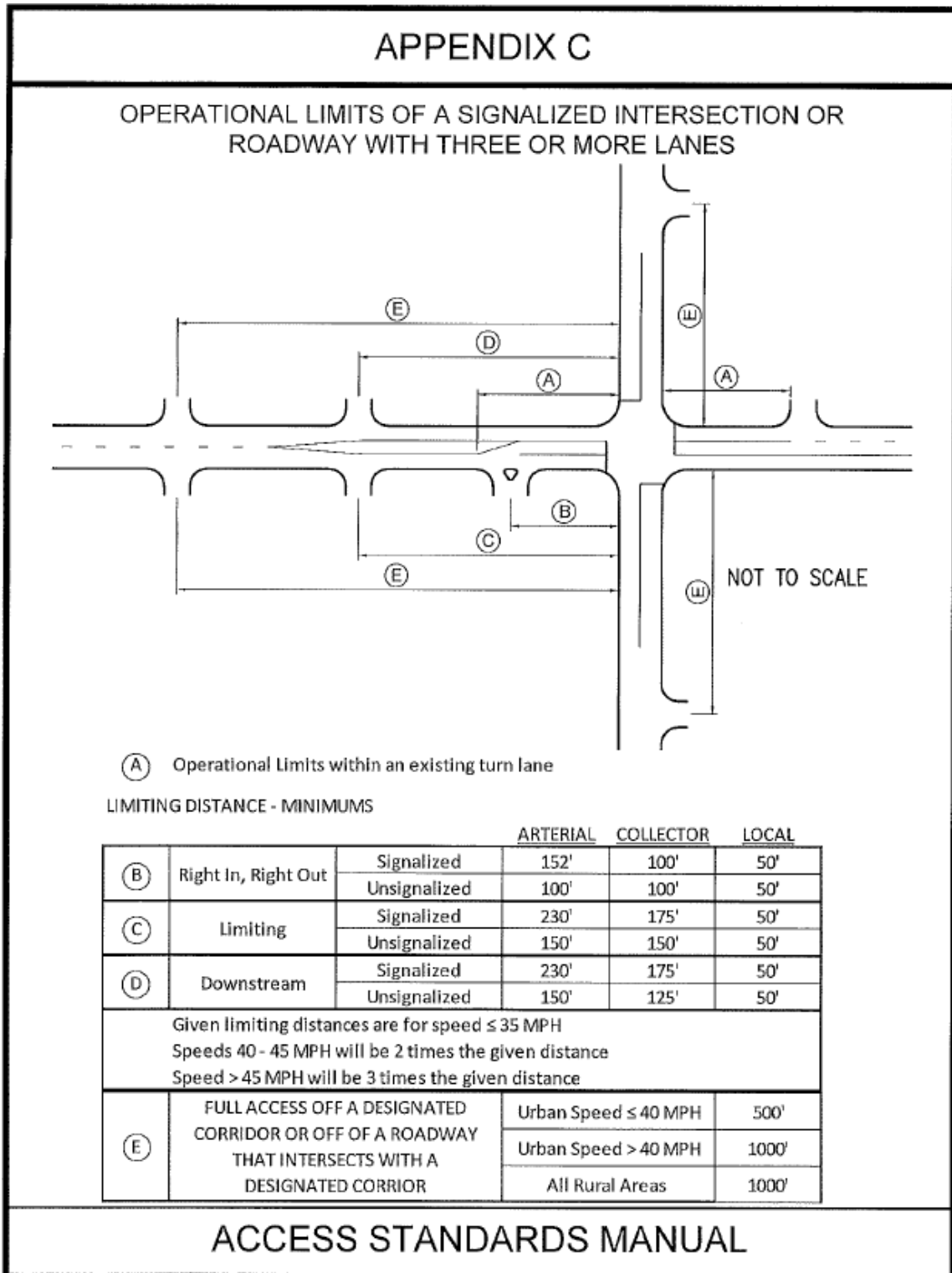


## Appendix B -1

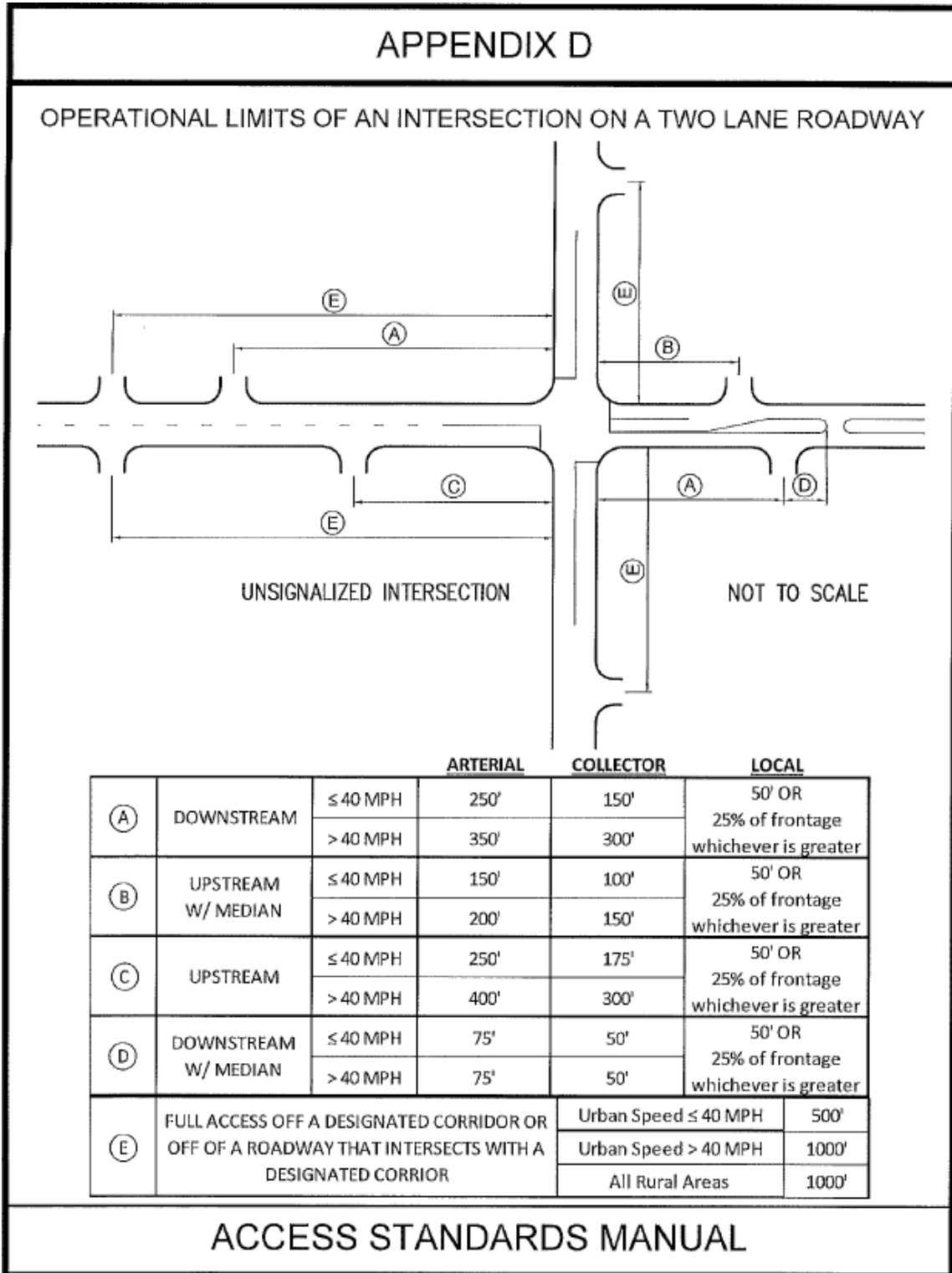
### Designated Corridor Roadway Listing

Aboite Center Road	Lima Road
Adams Center Road	Maplecrest Road
Airport Expressway	Paulding Road
Anthony Boulevard	Saint Joe Center Road
Ardmore Avenue	SR 1
Auburn Road	SR 101
Bluffton Road	SR 14
Broadway (Fort Wayne)	SR 205
Carroll Road	SR 37
Clinton Street	SR 930 / Coliseum Boulevard
Coldwater Road	State Boulevard
Dawkins Road	Stellhorn Road
Dupont Road	Tonkel Road
Goshen Avenue	Union Chapel Road
Hillegas Road	US 24
Huguenard Road	US 27
Illinois Road	US 30
I-469	US 33
I-69	Washington Boulevard
Jefferson Boulevard	Washington Center Road

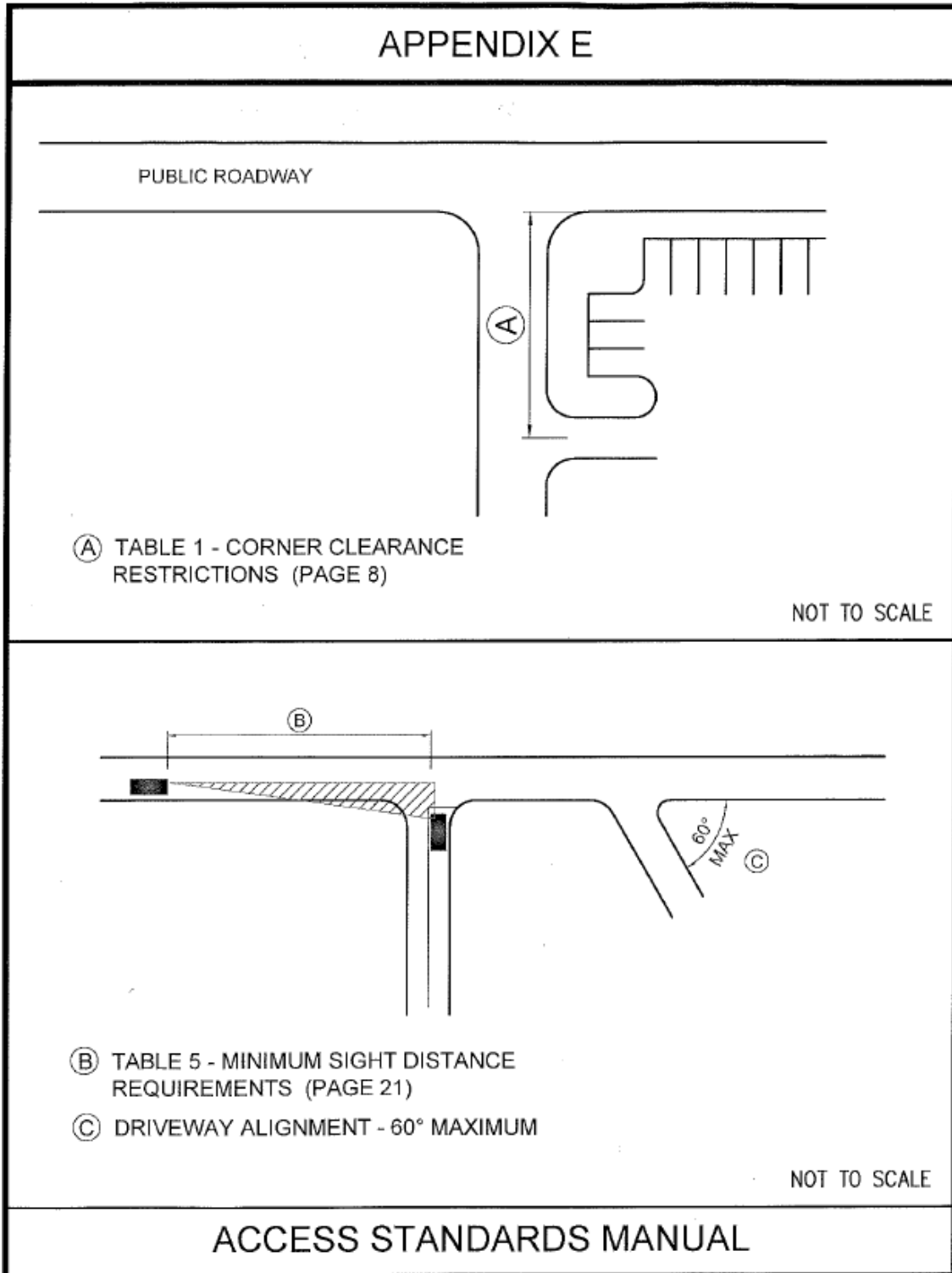
## APPENDIX C Operational Limits of a Signalized Intersection



## APPENDIX D Operational Limits of an Unsignalized Intersection

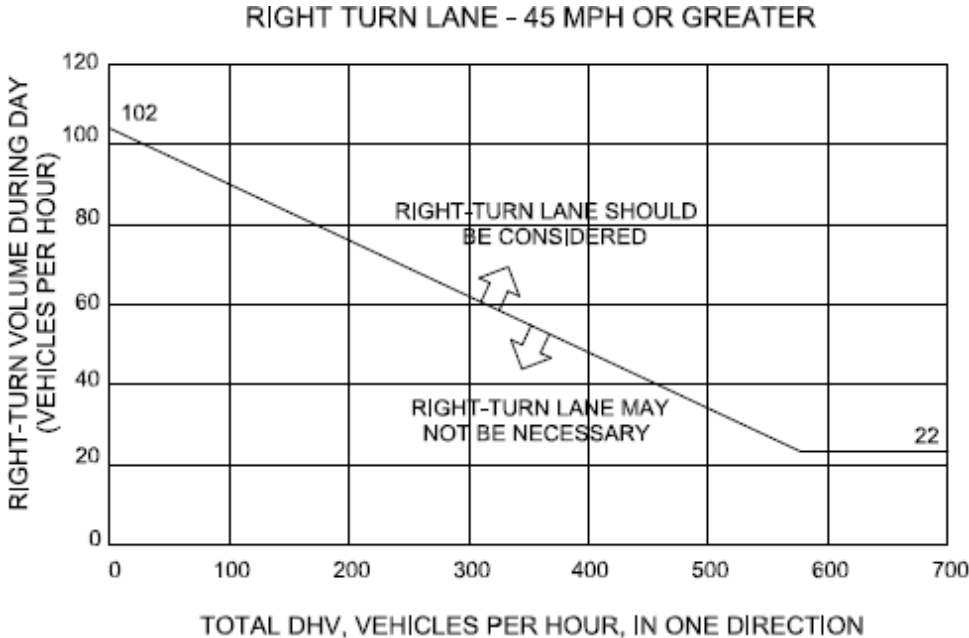


**APPENDIX E**  
**Corner Clearance Detail - Sight Distance**



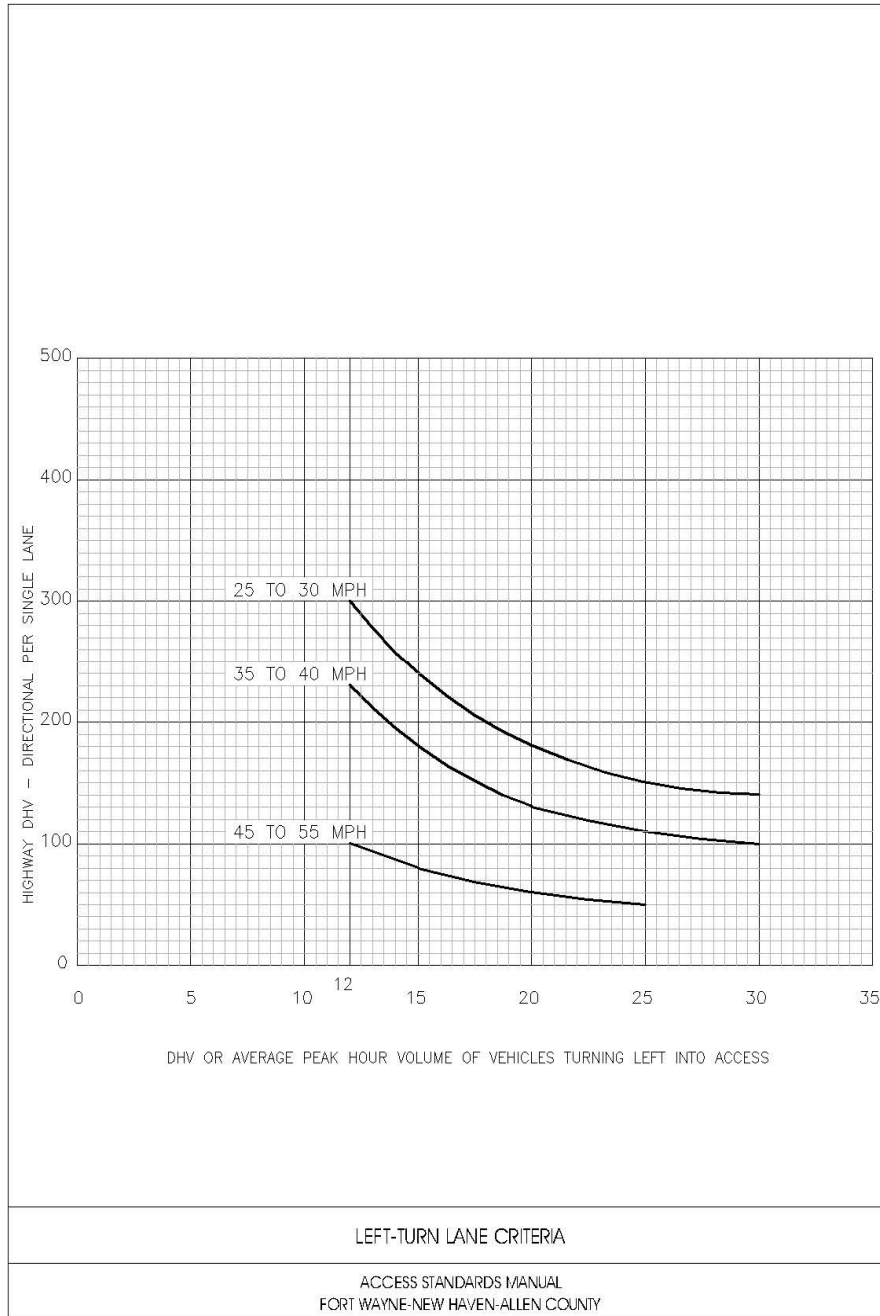
# APPENDIX F

## Right Turn Lane Criteria

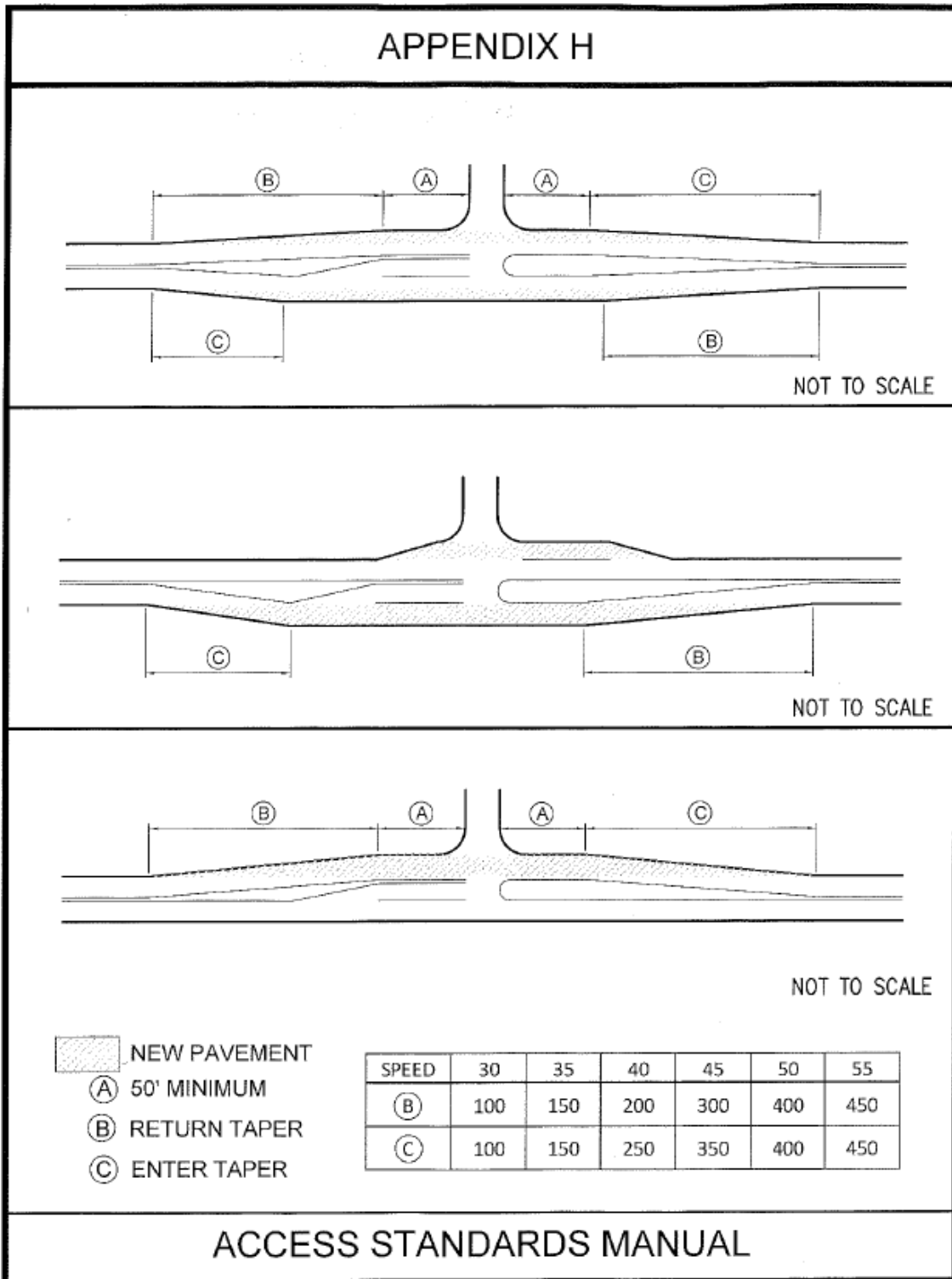


# APPENDIX G

## Left Turn Lane Criteria



## APPENDIX H Auxiliary Lane Design & Construction



**APPENDIX I  
Grade Adjustment Factors**

**GRADE ADJUSTMENT FACTORS FOR DECELERATION LANES**

For all posted speeds	3 to 4.9% upgrade	3 to 4.9% downgrade
	0.9	1.2
	5 to 7% upgrade	5 to 7% downgrade
	0.8	1.35

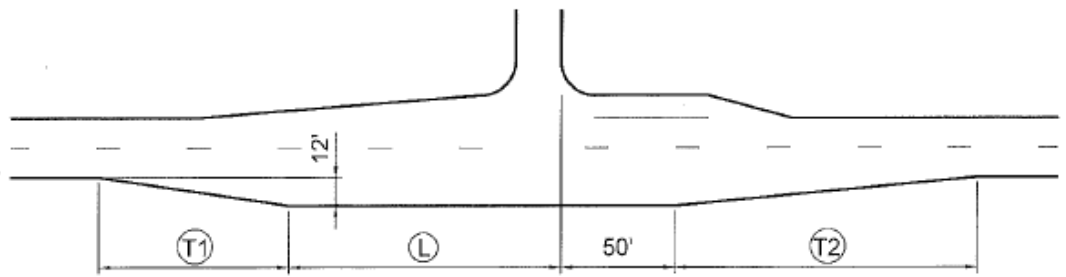
**GRADE ADJUSTMENT FACTORS FOR ACCELERATION LANES**

<b>Posted speed MPH</b>	<b>3 to 4.9% upgrade</b>	<b>3 to 4.9% downgrade</b>
<b>25 to 45</b>	<b>1.3</b>	<b>.7</b>
<b>50</b>	<b>1.4</b>	<b>.65</b>
<b>55</b>	<b>1.5</b>	<b>.65</b>
<b>60</b>	<b>1.5</b>	<b>.6</b>
<b>Posted speed MPH</b>	<b>5 to 7% upgrade</b>	<b>5 to 7% downgrade</b>
<b>25 to 45</b>	<b>1.5</b>	<b>.6</b>
<b>50</b>	<b>1.8</b>	<b>.55</b>
<b>55</b>	<b>2.0</b>	<b>.55</b>
<b>60</b>	<b>2.3</b>	<b>.5</b>

## APPENDIX J Passing Blister Design Guidelines

### APPENDIX J

#### PASSING BLISTER DESIGN GUIDELINES



NOT TO SCALE

SPEED	T1	L	T2
15-30	100	100	100
35-45	150	150	150
>45	200	150	200

ACCESS STANDARDS MANUAL

**APPENDIX K**  
**Sample Cross Access Agreement**

CROSS ACCESS AGREEMENT

**This Cross Access Agreement** is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, (“Effective Date”) by \_\_\_\_\_ and between, \_\_\_\_\_ and \_\_\_\_\_ (“Grantors”), by their respective authorized agents, being the owners of two separate parcels of real estate located at \_\_\_\_\_, Fort Wayne, Indiana, as described and illustrated on attached **EXHIBIT A**, and at \_\_\_\_\_, Fort Wayne, Indiana, as more particularly described and illustrated on attached **EXHIBIT B**, in Allen County, Indiana, which exhibits are attached hereto and incorporated herein by reference (“Real Estate”), with the last deeds of record shown as document numbers \_\_\_\_\_ and \_\_\_\_\_, respectively, do hereby establish a mutual cross access easement for access and storm drainage purposes over, in, across, and upon the Real Estate, as defined and limited by the Cross Access Easement Agreement (“Cross Access Agreement”).

Grantor(s) do hereby grant, establish and convey unto each other, their successors in Interest and assigns, and their invitees and all public and quasi-public parties, including by way of Illustration and not by way of limitation, emergency vehicles, school vehicles, public or private utilities, a perpetual, nonexclusive right and mutual easement for storm drainage facilities, and for ingress and egress to and from the Real Estate over, in, across, and upon the Real Estate to the following public roadways:

\_\_\_\_\_

Grantor(s) expressly agree and covenant that this Cross Access Easement has not been accepted by the City of Fort Wayne, Indiana as a part of its public road system for maintenance or for other purpose, and that the initial construction of the Cross Access

Easement shall be the responsibility of Grantors. Thereafter, the maintenance of the Cross Access Easement and all costs associated with such maintenance shall be shared equally by the Grantors. Maintenance shall be undertaken whenever necessary to maintain the cross-access drive in good operating condition.

Prior to the implementation of any maintenance or repairs of the driveway which is the subject matter of this Cross Access Easement, the Grantors or any successor parcel owners shall consult with one another and agree to a plan for the maintenance or repairs, including the cost of such maintenance or repairs. Once agreement is reached, the Grantors or any successor owners of the Real Estate shall undertake the responsibility of implementing the agreed upon plan and shall provide the costs of such maintenance. In the event of any of the responsible parties hereto shall fail or refuse to pay their proportionate part of the cost of maintaining or repairing the cross-access drive, the entire amount of the cost may be advanced and paid by the other parties, and any party making such payment shall have a lien upon the real estate of the party upon which payment is owing. In addition, the party who owes the unpaid maintenance or improvement costs shall also be responsible for interest on the unpaid amount at the rate of eight percent (8%) per annum and shall be responsible for payment of all attorney fees and collection costs incurred by the party seeking repayment.

Grantors agree that there is no requirement for any landscaping, landscape fixtures, or other separation between the parcels. At no time shall any landscaping, landscaping fixtures, or other separation be installed on either parcel so as to obstruct or impede the use of the cross-access drive.

This Cross Access Easement shall run with the Real Estate and shall be deemed to be a part of every contract or transaction for the sale of any portion or the entirety of the Real Estate, and this Cross Access Easement shall be binding upon and be to the benefit of the owner or owners of the Real Estate and the owners of the lot(s) created on the Real Estate.

The terms of this Cross Access Easement may be enforced by the Grantors and successors in interest and assigns including and owners of lot(s) created on the Real Estate.

Grantor(s) expressly agree and covenant that this Cross Access Easement is not an offer of public dedication and further agree and covenant that the Fort Wayne Zoning Administrator, the Fort Wayne Plan Commission, and the City of Fort Wayne shall never be obligated to accept a public dedication of this Cross Access Easement and shall never be obligated to supervise, maintain, or repair the Cross Access Easement.

Insert Exhibit "A", Exhibit "B", and so forth (plans, profile drawing or drawings) after this page but prior to final signature pages. Mark the documents as: Exhibit "A", "Exhibit "B", and so forth.

In WITNESS WHEREOF, the Grantors have executed this Cross Access Easement as of the Effective Date.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**IN WITNESS WHEREOF**, Grantor has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*Owner*

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_ SS:

Before me, the undersigned, a Notary Public in and for said County and State, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared \_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_, who acknowledged the execution of the foregoing easement to be his voluntary act and the voluntary act of the Grantor herein, who, being duly sworn, stated that any representations contained herein are true. In witness whereof, I have hereunto subscribed my name and affixed my official seal.

My Commission expires \_\_\_\_\_

Signature \_\_\_\_\_

Resident of \_\_\_\_\_ County, Indiana \_\_\_\_\_

Printed Name \_\_\_\_\_

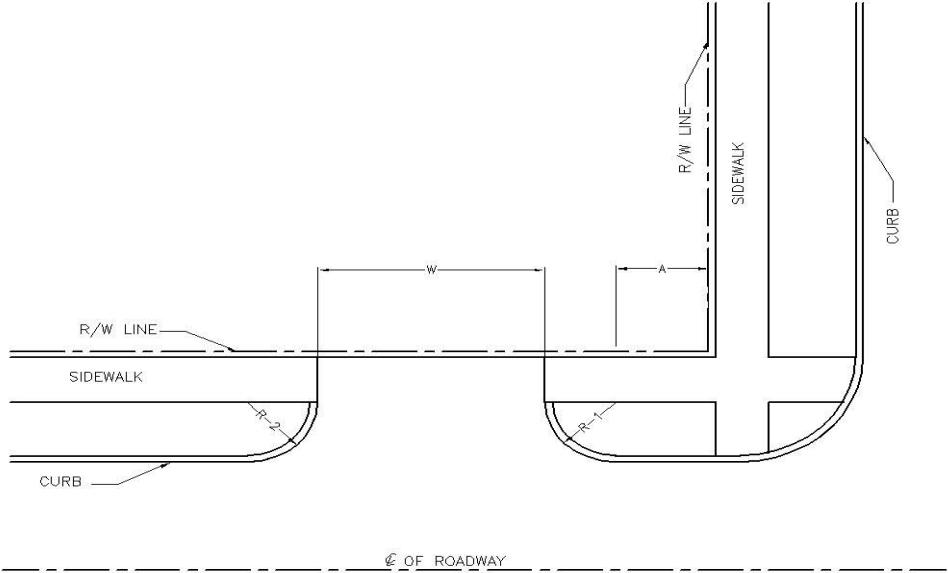
This Instrument Prepared by \_\_\_\_\_

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. \_\_\_\_\_

When recorded send to: City of Fort Wayne, Transportation Administration box.

# APPENDIX L

## Class 1 Driveway



ROAD TYPE	R	R	PREFERRED	
	MAX.	MIN.	R-1	R-2
RESIDENTIAL	10'	5'	10'	10'
COLLECTOR	20'	10'	15'	10'
ARTERIAL	25'	10'	25'	15'

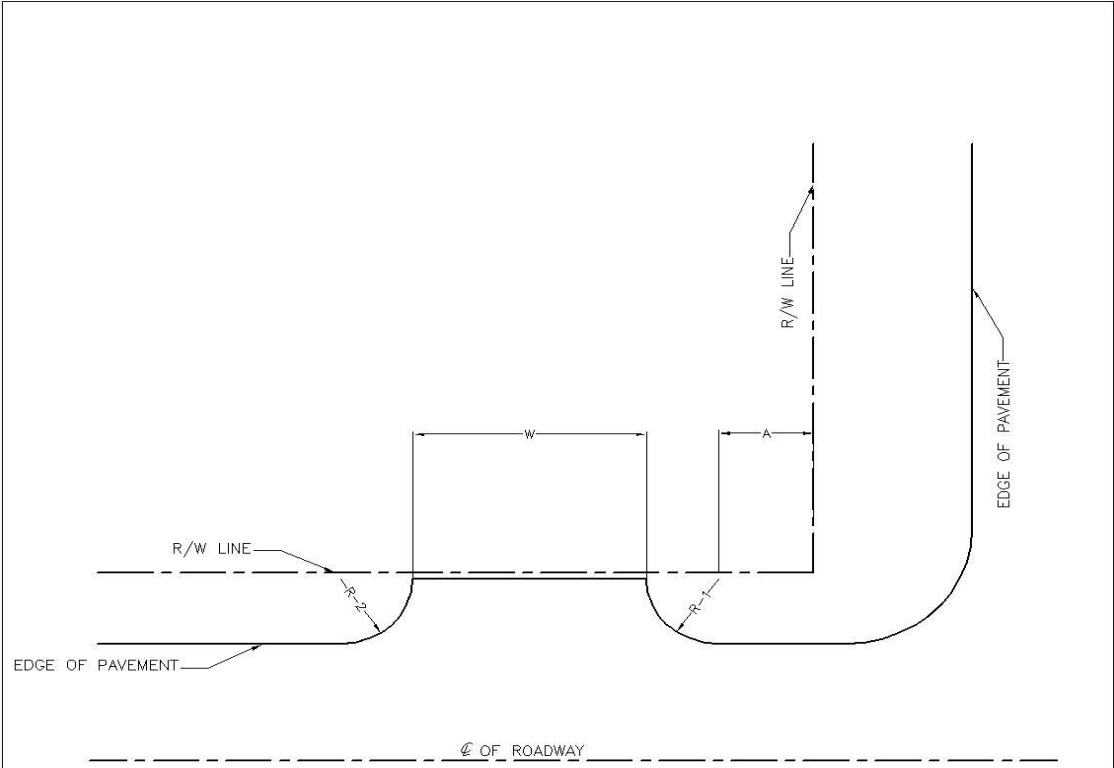
DIMENSIONS IN LINEAL FEET  
W = 20' MAXIMUM, 12' MINIMUM  
A = 25' MINIMUM  
R = REFER TABLE

**DRAWING NO. 1 - TYPICAL CLASS I DRIVE (RESIDENTIAL)  
CURBED SECTION**

ACCESS STANDARDS MANUAL  
FORT WAYNE-NEW HAVEN-ALLEN COUNTY

# APPENDIX M

## Class 2 Driveway



ROAD TYPE	R MAX.	R MIN.	PREFERRED	
			R-1	R-2
RESIDENTIAL	15'	10'	10'	10'
COLLECTOR	20'	10'	15'	10'
ARTERIAL	25'	15'	25'	15'

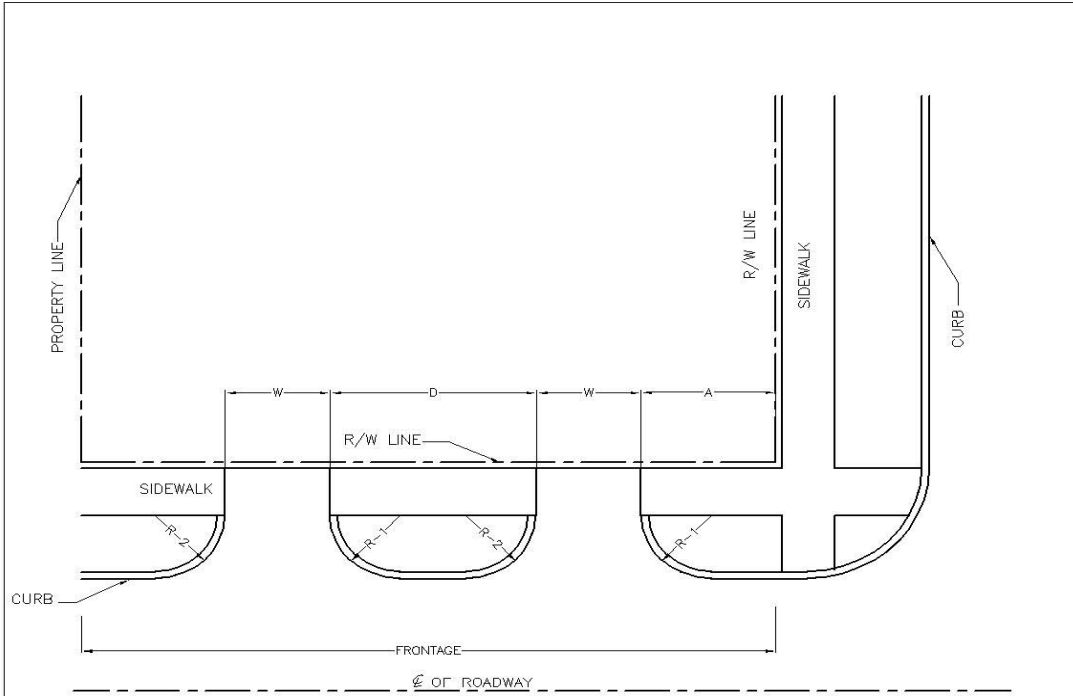
DIMENSIONS IN LINEAL FEET  
 W = 25' MAXIMUM 12' MINIMUM

NOTE: ONLY ONE DRIVEWAY SHALL BE PERMITTED PER LOT ALONG A STREET FRONTAGE

DRAWING NO. 2 - TYPICAL CLASS II DRIVE (RESIDENTIAL)  
 UNCURBED SECTION

ACCESS STANDARDS MANUAL  
 FORT WAYNE-NEW HAVEN-ALLEN COUNTY

## APPENDIX N Class 3 Driveway



ROAD TYPE	R MAX.	R MIN.	PREFERRED	
			R-1	R-2
RESIDENTIAL	30'	15'	25'	15'
COLLECTOR	40'	15'	30'	15'
ARTERIAL	40'	20'	30'	20'
INDUSTRIAL PARK	40'	20'	30'	20'

DIMENSIONS IN LINEAL FEET

- A = 50' OR 25% OF FRONTAGE, WHICHEVER IS GREATER
- D = SEE TEXT FOR GENERAL DESIGN CRITERIA
- W = 30' MAXIMUM, 20' MINIMUM
- R = REFER TABLE

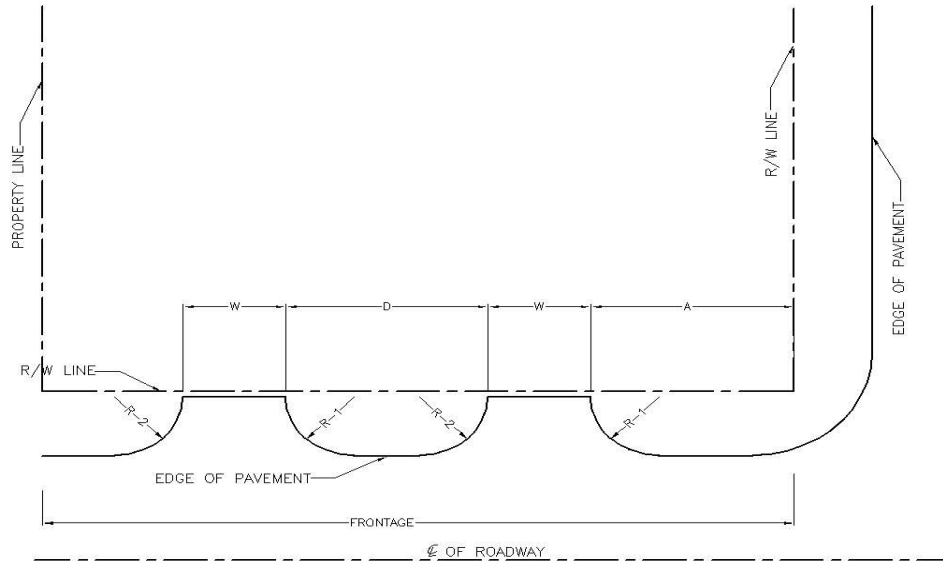
NOTE: TWO ENTRANCES MAY BE PERMITTED UNDER CERTAIN CONDITIONS.

DRAWING NO. 3 - TYPICAL CLASS III DRIVE (COMMERCIAL)  
CURBED SECTION

ACCESS STANDARDS MANUAL  
FORT WAYNE-NEW HAVEN-ALLEN COUNTY

# APPENDIX O

## Class 4 Driveway



ROAD TYPE	R MAX.	R MIN.	PREFERRED	
			R-1	R-2
RESIDENTIAL	30'	15'	25'	15'
COLLECTOR	40'	15'	30'	15'
ARTERIAL	40'	20'	30'	20'
INDUSTRIAL PARK	40'	20'	30'	20'

**DIMENSIONS IN LINEAL FEET**  
 A = 50' OR 25% OF FRONTAGE, WHICHEVER IS GREATER  
 D = SEE TEXT FOR GENERAL DESIGN CRITERIA  
 W = 30' MAXIMUM, 20' MINIMUM  
 R = REFER TABLE

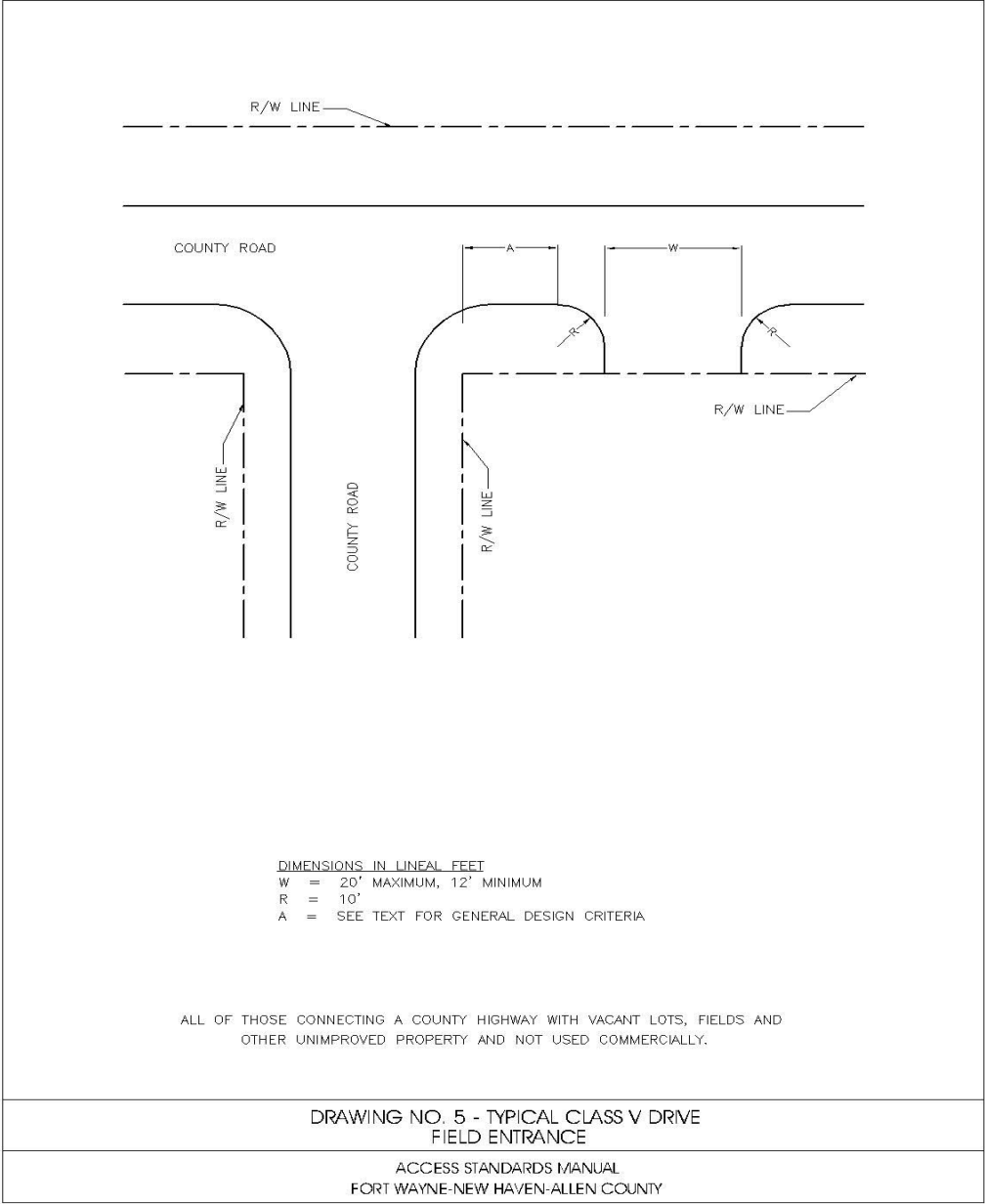
**NOTE:** TWO ENTRANCES MAY BE PERMITTED UNDER CERTAIN CONDITIONS.  
 SEE "SPECIAL REQUIREMENTS" SECTION.

DRAWING NO. 4 - TYPICAL CLASS IV DRIVE (COMMERCIAL)  
 UNCURBED SECTION

ACCESS STANDARDS MANUAL  
 FORT WAYNE-NEW HAVEN-ALLEN COUNTY

# APPENDIX P

## Class 5 Driveway



## **APPENDIX Q DEFINITION OF TERMS**

In the interpretation of these requirements, the word "shall" is to be interpreted as being mandatory. The words "should", "desirable", or other words of similar import are to be interpreted as being the recommendations of the Responsible Authority as denoting a factor to be considered in determining whether a permit can be issued.

AADT Annual Average Daily Traffic - The annual average two-way daily traffic volume. It represents the total annual traffic for the year divided by 365.

ABUTTING PROPERTY A lot or parcel of land which shares all or part of a common lot line with another lot or parcel of land.

ACCELERATION LANE A speed-change lane, including tapered areas, for the purpose of enabling a vehicle entering a roadway to increase its speed to a rate at which it can more safely merge with through traffic.

ACCESS Any driveway or other point of ingress/egress such as a street, road or highway that connects to the general street system. Where two public roadways intersect, the secondary roadway shall be considered the access.

ACCESS CONTROL (LIMITED) Those roadway facilities to which the rights to access light, air or view in connection with a highway, street, or roadway is fully or partially controlled by the Responsible Authority.

ACCESS CONTROL (FULL) Access is controlled to such a degree that no access will be permitted directly to the roadway from the abutting property. The physical means of access shall be limited to interchange ramps, approaches, or other facilities located on public right-of-way, at points designated by the Responsible Authority for specific entrance to or exit from the roadway facility by the general public.

ACCESS CONTROL (PARTIAL) Access is controlled to such a degree that public access will be restricted to interchange ramps, at-grade intersection approaches, or other facilities located on public right-of-way. Private driveways may be permitted at locations designated by the Responsible Authority solely for residential or agricultural purposes, when so agreed, or stipulated with the property owner when access rights are required. Any permit for such an entrance will show the limiting use. No direct access for commercial or industrial use will be allowed. All other access for abutting property will be as indicated for Full Access Control facilities. Median opening for U-turns for public use may be provided in accordance with established criteria.

ACCESS CONTROL (MINIMAL) The rights of abutting property owners of access to the public roadway are recognized. On these facilities, entrances to the roadway will be allowed for abutting property, providing such access points comply with the standards and regulations established by the Responsible Authority.

ACCESS ROAD (formerly called frontage road) Separate roadway, auxiliary to and normally located parallel (at an established setback) to a controlled access facility or protected corridor. Its purpose is the maintenance of local road continuity and provision of access to parcels adjacent to the controlled access facility.

ADA (AMERICANS with DISABILITIES ACT) Prohibits discrimination against people with disabilities in several areas including transportation and public accommodations.

ADT (AVERAGE DAILY TRAFFIC) The average two-way weekday traffic volume.

APPLICANT The owner of property or representative of owner applying for an access permit.

APPROACH PAVEMENT Portion of roadway adjoining the traveled way, including tapers for recovery lane, deceleration, speed change, turning movements, or other purposes supplementary to the through traffic movement. The auxiliary lane may be existing or proposed to be constructed by the applicant.

APPROPRIATE LOCAL AUTHORITY The Board of Commissioners of the County of Allen if the access is to be in the unincorporated area of the County and the governing body of the municipality if the access is to be located with the incorporated municipality. Also referred to as the "Responsible Authority".

ARTERIAL Signalized streets that serve primarily through traffic and provide access to abutting properties as a secondary function. An Arterial collect and distributes traffic to and from minor arterials and collectors.

BIKEWAY A pathway, often paved and separated from streets and sidewalks, designed for use by bicyclists.

CHANNELIZATION The separation or regulation of conflicting traffic movements into definite paths of travel by use of pavement markings, raised islands or other suitable means to facilitate the safe and orderly movement of traffic.

COLLECTOR Surface streets providing land access and traffic circulation service within residential, commercial, and industrial areas. It conveys traffic from arterial streets to lower order streets.

COMMERCIAL USE Activity carried out for monetary gain.

CORRIDOR A strip of land between two termini within which traffic, topography, environment and other characteristics are evaluated for transportation purposes.

CRASH HISTORY Refers to the number of and type of crashes that happens at an intersection or segment of roadway over time.

DECELERATION LANE A speed-change lane, including tapered areas, for the purpose of enabling a vehicle that is to make an exit turn from a roadway to slow to a safe turning speed after it has left the mainstream of faster-moving traffic.

DESIGN SPEED A speed determined for design and correlation of the physical features of a highway which influence vehicle operations. It is the maximum safe speed that can be maintained over a specified section of highway when conditions are favorable, so that the design features of the highway govern.

DESIGNATED CORRIDOR A major roadway which has higher design standards than a standard corridor due to a higher amount of daily traffic. A map and a list of designated corridors can be found in appendix B and B-1.

DHV (DESIGN HOUR VOLUME) A traffic vehicle volume determined for use in the geometric design of highways, representing traffic expected to use the facility. (Unless otherwise stated, it is an hourly volume).

DIVIDED HIGHWAY A highway with separated roadways for traffic in opposite directions, such separation being indicated by depressed dividing strips, raised curbing, traffic islands, or other physical separations, or indicated by standard pavement markings or other traffic control devices.

DRIVEWAY A private road giving access from a public way to a building or use on abutting grounds.

DRIVEWAY FLARE A triangular pavement surface that transitions the driveway pavement where it intersects the highway pavement for facilitating turning movements.

EASEMENT A right to use or control the property of another for designated purposes.

EGRESS The exit of vehicular traffic from abutting properties to a highway.

ENTRANCE The connecting line of the driveway and the approach.

EXPRESSWAY A divided arterial highway for through traffic with full or partial control of access and generally with grade separations at major intersections.

FLOW Movement of traffic

Interrupted - Non-continuous movement of traffic.

Uninterrupted - Continuous movement of traffic.

FREEWAY An expressway with full control of access

FUNCTIONAL CLASSIFICATION A classification system that defines a public roadway according to its purposes in the local, state, and federal highway systems.

FRONTAGE ROAD See "access road."

GRADE The rate of ascent or descent of a roadway, expressed as a percent, the change in roadway elevation per unit of horizontal length.

Profile grade: The trace of a vertical plane intersecting the top surface of the proposed wearing surface, usually along the longitudinal centerline of the roadbed. Profile grade means either elevation or gradient of such trace according to the context.

GRADE SEPARATION A crossing of two roadways, or a roadway and a railroad at different levels.

HIGHWAY, STREET OR ROADWAY A general term denoting a public way for purposes of vehicular travel, including the entire area within the right of way.

Recommended usage: in urban areas - roadway or street; in rural areas - highway or road

INDUSTRIAL Shall mean the manufacture, fabrication, processing, reduction, or destruction of any article, substance or commodity, or any other treatment thereof in such a manner as to change the form, character, or appearance thereof, and including storage elevators, truck storage yards, warehouses, wholesale storage, and other similar types of enterprise.

INTERCHANGE A system of interconnecting roadways in conjunction with one or more grade separations, providing for movement of traffic between two or more roadways on different levels.

INTERCHANGE MANAGEMENT PLAN A plan similar in nature to an access control plan but limited to the immediate influence area of an interchange for the protection of its functional integrity.

INTERSECTION The general area where two or more highways join or cross, within which are included the roadway and roadside facilities for traffic movements in the area.

At-grade intersection - an intersection where all roadways join or cross at the same level.

Channelized intersection - an at-grade intersection in which traffic is directed into definite paths by islands.

LANE A strip of roadway used for a single line of vehicles.

(Also known as a traffic lane)

Auxiliary lane - The portion of the roadway adjoining the through traveled way for speed change, turning, storage for turning, weaving, truck climbing or for other purposes supplementary to through traffic.

Median Lane - A speed-change lane within the median to accommodate left-turning vehicles.

Parking Lane - An auxiliary lane primarily for the parking of vehicles.

Speed-Change Lane - An auxiliary lane, including tapered areas, primarily for the acceleration or deceleration of vehicles entering or leaving the through traveled way. (See also Acceleration/Deceleration lanes).

LEVEL OF SERVICE A qualitative measure of the effect of a number of factors including speed and travel time, traffic interruptions, freedom to maneuver, safety, driving comfort and convenience, and operating costs.

LONG-RANGE TRANSPORTATION PLAN A comprehensive transportation Plan that addresses the future needs of the transportation system. For a copy of the most recent plan visit Northern Indiana Regional Coordinating Council's (NIRCC's) website at [www.nircc.com](http://www.nircc.com).

M.U.T.C.D The Manual on Uniform Traffic Control Devices

(U.S. Department of Transportation and Indiana Department of Transportation)

MAJOR SUBDIVISION A division of land with more than 6 lots for single family and two-family dwellings.

MEDIAN The physical portion of a divided highway separating the traveled ways for traffic in opposite directions.

MEDIAN LANE A speed-change lane within the median to accommodate left-turning vehicles.

MEDIAN OPENING A gap in a median to provide for crossing and turning traffic.

MERGING The process by which two separate traffic streams moving in the same general direction combine or unite to form a single stream.

MINOR SUBDIVISION A division of land with 6 or less lots for single family or two-family dwellings.

MPH A rate of speed measured in miles traveled per hour.

MULTI-RESIDENTIAL Shall mean a building or buildings designed and used for occupancy by three (3) or more families.

OPERATING SPEED The highest overall speed at which a driver can travel on a given highway under favorable weather conditions and under prevailing traffic conditions without at any time exceeding the safe speed as determined by the design speed on a section-by-section basis. On posted sections of highways and streets, the properly posted speed can be considered the operating speed.

PARKING CAPACITY Maximum number of parking spaces available within the proposed facility having clear access to each space.

PAVEMENT MARKINGS Markings set into the surface of, applied upon, or attached to the pavement for the purpose of regulating, warning, or guiding traffic.

PERMIT Shall mean an authorization to construct an access driveway of a specified class granted by the local governing agency upon application, and in accordance with this ordinance.

PERMITTEE Shall mean the applicant for the permit who is responsible for fulfilling all the terms and conditions of the permit.

PERSON Includes an individual, a corporation, a government or governmental subdivision, an agency, a trust, an estate, a partnership, a limited liability company, a cooperative, an association, a joint venture, an unincorporated organization, or any other entity, however organized.

POTENTIAL FOR SIGNALIZATION An access that has the potential within the life of the permit to meet any of the warrants for a traffic signal as defined by the State of Indiana.

RESIDENTIAL Shall mean a building, designed, or used exclusively for occupancy of one or two families.

RESPONSIBLE AUTHORITY The governmental body, group or department with jurisdiction and responsibility for the planning, designing, maintenance and policing of the indicated highway, street, or roadway. See also "Appropriate local authority".

RIGHT OF ACCESS The right of ingress to a highway from abutting land and egress from highway to abutting land.

RIGHT OF WAY A general term denoting land, property, or interest therein, usually in a strip, acquired for, or dedicated to street, roadway, or highway purposes.

ROAD (See "Highway")

FUNCTIONAL CLASSIFICATION Is the class or group of roads to which the road belongs. Functional classes as defined by the United States Federal Highway Administration: interstates, freeway, or expressway, arterial, collector, and local.

RURAL AREA A area with low population density located outside towns and cities. Agricultural area with small settlements and forestry are typically described a rural.

SETBACK LINE A line outside of the right-of-way, established by public authority, on the highway side of which the erection of buildings or other permanent improvements is controlled.

SHOULDER The portion of the roadway contiguous with the traveled way primarily for accommodation of stopped vehicles for emergency use, and for lateral support of base and surface courses.

SIDEWALK Portion of the roadway primarily constructed for the use of pedestrians.

SIGNAL PROGRESSION The progressive movement of traffic, at a planned rate of speed without stopping, through adjacent signalized locations within a traffic control system.

SIGHT DISTANCE The length of highway visible to the driver.

Stopping sight distance - The length of highway required to safely stop a vehicle traveling at **design speed**.

Passing - The length of highway required for a vehicle to execute a normal passing maneuver as related to design conditions and design speed.

SITE An area consisting of one or more contiguous lots, or parts of lots which are to be used as one consolidated area.

SPEED-CHANGE LANE A separate lane for the purpose of enabling a vehicle entering or leaving a roadway to increase or decrease its speed to a rate at which it can more safely merge with or diverge from through traffic. Acceleration and deceleration lanes are speed change lanes.

STOPPING SIGHT DISTANCE The distance required by a driver of a vehicle, traveling at a given speed, to bring the vehicle to a stop after an object on the roadway becomes visible. It includes the distance traveled during driver perception and reaction times and the vehicle braking distance.

STORAGE CAPACITY The distance between the right-of-way line and the vehicle customer service point.

STORAGE LANE Additional lane footage added to a deceleration lane to store the maximum number of vehicles likely to accumulate during a peak period so as not to inter with the through travel time.

STREET (See Highway)

TRAFFIC CONTROL SIGNAL Any device whether manually, electrically, or mechanically operated by which traffic is alternately directed to stop and permitted to proceed.

TRAFFIC LANE The portion of the traveled way for the movement of a single line of vehicles.

TRAVELED WAY The portion of the roadway for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

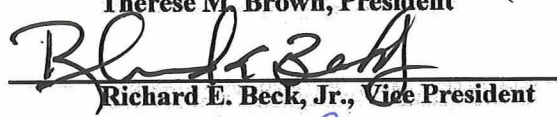
URBAN AREA An area with a high population-density and an infrastructure of built environment.

VACATION The relinquishment of the public interest in right of way or activity thereon with no intention to reclaim or use again for highway purposes (also called abandonment).

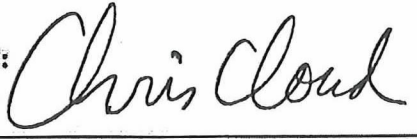
ZONING The division of a municipality (or other government unit) into districts and the establishment of regulations governing the use, placement, spacing and size of land and buildings.

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEN, INDIANA

  
\_\_\_\_\_  
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\_\_\_\_\_  
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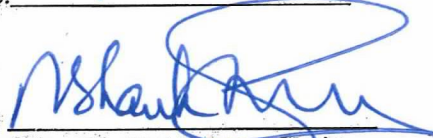
ATTEST: 

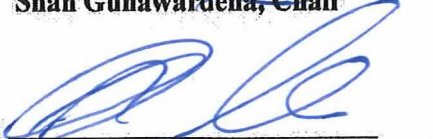
Chris Cloud, Allen County Deputy Auditor

Date: 9-1-2023

BOARD OF PUBLIC WORKS

Date: 9-19-2023

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\_\_\_\_\_  
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BY:   
\_\_\_\_\_  
Kumar Menon, Member

BY:   
\_\_\_\_\_  
Chris Guerrero, Member

ATTEST:   
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